DOCUMENT RESUME

ED 424 866 IR 057 231

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TITLE A Description and Evaluation of the Archival Materials of the Pontifical College Josephinum.
PUB DATE 1998-08-00
NOTE 86p.; Master's Research Paper, Kent State University. Some appended pages contain light or illegible type.
PUB TYPE Dissertations/Theses (040) -- Reports - Evaluative (142)
EDRS PRICE MF01/PC04 Plus Postage.
DESCRIPTORS Academic Libraries; *Archives; Bibliographic Records; Catholic Schools; *Church Related Colleges; Evaluation; Higher Education; History; Information Storage; Interviews; *Library Collections; Library Research; Photographs; Postsecondary Education; Preservation; Primary Sources; Qualitative Research; Records Management; Theological Education
IDENTIFIERS Archive Indexes; Library Security; *Pontifical College Josephinum OH; Roman Catholic Church

ABSTRACT

A description and evaluation of the archival materials of the Pontifical College Josephinum (Columbus, Ohio) is presented, with a focus on the founder of the Josephinum, Monsignor Joseph Jessing, and his place within the archives. The paper is intended to provide the administration of the Josephinum with recommendations and to stimulate further research of the archival principles being used within seminaries as a means of preserving the history of some of the oldest institutions of higher education in the United States. The historical information used was gleaned from actual records, documents, photographs, correspondence, artifacts, and literature, all from within the archives. The researcher made numerous visits to the archives and interviewed several persons; following each visit, field notes were transcribed. A brief history and overview of the archives is provided. The archives are described and evaluated in terms of physical locations, organization of records, preservation issues, and security issues. Items associated with Monsignor Jessing are then described. Two appendices contain photographs of the archives and of various archival items, and field notes. (Contains 42 references.) (Author/DLS)

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ED 424 866

A DESCRIPTION AND EVALUATION OF THE ARCHIVAL MATERIALS OF THE PONTIFICAL COLLEGE JOSEPHINUM

A Research Paper submitted to the
Kent State University School of Library and Information Science
in partial fulfillment of the requirements
for the degree Master of Library Science

by

Michael J. Fry
August, 1998

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ABSTRACT

A description and evaluation of the archival materials of the Pontifical College Josephinum, Columbus, Ohio, is presented, with a focus on the founder of the Josephinum, Monsignor Joseph Jessing and his place within the archives. The Josephinum has the distinction of being the only pontifical seminary outside of Italy. Having pontifical status means that, as a seminary, the Josephinum is under the jurisdiction of the Vatican through the Apostolic Pro-Nuncio to the United States. In its 110 year existence, the Josephinum has acquired and accumulated some interesting and valuable materials, without observing or applying many, if any, archival principles. Some of these materials and the conditions in which they are housed are described and evaluated. This paper is meant to provide the Administration of the Josephinum with some recommendations, and to stimulate further research of archival principles being used within seminaries as a means of preserving the history of some of the oldest institutions of higher education in the United States.

Master's Research Paper by

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ACKNOWLEDGEMENTS

Some persons might prefer to keep the most important acknowledgement for last, but I prefer to thank my family first and always. For the past six years, my wife Carol has been a model of patience and understanding far excelling the proverbial "call of duty," supporting me in whatever way she could or was needed, especially with her love and sense of humor. My daughter Meghan has provided me with moments of parental pride and joy through various activities and reflective conversations. For the past four years, my daughter Sharon has been a joyful inspiration, especially hearing her shout "Daddy!" upon my return home from work, class, or the Josephinum. I so look forward to once again utilizing my full membership benefits in this "Fry Sorority"!

I must also thank the staff and faculty of the Kent State Library and Information Science program at Columbus. I "framed" my personal academic endeavors under the tutelage of Dr. Mary Kim, whom I also wish to thank for her advice and encouragement regarding my program statement and suggestion of a possible topic for this paper. I am grateful to Dr. Mary Machin for her suggestions and guidance through the paper process, but also for her understanding comments made to those of us students (who were also parents) in her first class. I thank Dr. Tschera Cannell for her exacting ways; I thoroughly enjoyed the final exam project! Though an adjunct member of the faculty, I also thank Dr. Raimund Goerler for sharing his knowledge and love of archival management, and for agreeing to help the Pontifical College Josephinum to establish its archival program. No program of this calibre could exist without the perfect secretary who knows the answers (or quickly finds them) to all questions--thank you so much, Marge Markowich!

My librarian friends these past six years have given me much encouragement: Manne Aronovsky and Beth Schodorf from Bishop Hartley High School; and Kari Inglis and Susan Yutzey at Bishop Watterson High School. I must especially thank Dr. Yutzey

for her friendship and advice, the loan of her qualitative research books, and for reading my field notes and parts of my paper.

Further acknowledgement must be given to the personnel of the Pontifical College Josephinum for the permission granted and assistance rendered in using the archives. First of all, I wish to thank the Administration, especially Monsignor Thomas Olmsted, Rector, Monsignor Roger Cooney, Vice-Rector, and Mr. Patrick O'Reilly, Treasurer, for permission to use the archives. I also must express my gratitude to Father Leo Stelten for the countless hours spent assisting and accompanying me within the archives. It is also important to mention and thank the staff of the A. T. Wehrle Memorial Library, especially my friend Mr. Peter Veracka, the Director of the Library; it was he who advised me to pursue this professional degree and supported me many times throughout the pursuit. Lastly, I must acknowledge Monsignor Gerald F. Durst, the creator of the archives, to whose memory this paper is dedicated.

I. INTRODUCTION

The Josephinum was founded by Father J. Joseph Jessing in 1888 in Columbus, Ohio. It began during the 1870s as an orphanage and school for German boys in Pomeroy, Ohio. On February 3, 1893, Father Jessing received an important letter, dated January 12, 1893, informing him that Pope Leo XIII had accepted his offer to transfer ownership to the Vatican, and that the Josephinum and its departments would now have pontifical status. (1) Pontifical status meant that, as a seminary, it was, and still is, under the jurisdiction and patronage of the Vatican through the Apostolic Pro-Nuncio to the United States. Presently, the Vatican's representative in the United States is Archbishop Agostino Cacciavillan, J.C.D., J.Civ.D., S.Soc.Lic. The Josephinum has the distinction of being the only pontifical seminary in the Western Hemisphere. It consists of a college of liberal arts and a school of theology. For nearly eighty years, the immediate preparation of the priestly candidates was for their ministry to the German-speaking Catholics in the United States. Because of the change in demographics these last thirty years, the Josephinum has recognized the need to prepare the Church's ministers to serve Hispanic Americans.

I have been associated with the Pontifical College Josephinum since 1981 when I began my theological studies. At that time I was studying for the priesthood, intending to be ordained in 1985 for the diocese of Altoona-Johnstown, Pennsylvania. After discerning my own vocation, I left the Josephinum in May 1984 to teach, but kept in close contact with many of the priests and those associated with the Josephinum over the years. In April 1997, I spoke with Monsignor Roger Cooney, Vice-Rector of the Josephinum, about the possibility of using the archives for this paper. He told me that he would speak with Monsignor Gerald F. Durst, the "acting archivist" of the Josephinum, and would report back to me. After Monsignor Cooney provided a positive response, I

thanked him and called Monsignor Durst to gain access to the archives. I had a few meetings with him in May; I was in!

I had been told that gaining access to a site was sometimes the most difficult step. The most difficult time I encountered was learning of Monsignor Durst's death on December 26, 1997. I had hoped that he would have been able to see this project to the end.

Peter Veracka, the Director of the Library at the Josephinum, contacted me in the middle of January 1998 and spoke with me about the Administration's intention to evaluate and assess the archives. I told him that it would be my privilege to contact Dr. Raimund Goerler, archivist for the Ohio State University, Columbus, Ohio. Dr. Goerler agreed to conduct a professional assessment and survey of the archives. He made three visits and submitted his report to the Administration of the Pontifical College Josephinum on March 9, 1998.

PURPOSE

The purpose of this study is to describe and evaluate the archives of the Pontifical College Josephinum, and to do a case study of its founder, Monsignor Joseph Jessing using the archives. The general archival materials at the Josephinum include photographs and slides, motion picture film and video cassettes, and printed and written matter. At this stage in my research, I have defined the archives as "those records that are appraised as having continuing value...no longer required for current use...selected for permanent preservation." (2)

The intended audiences for this study are the Administration of the Josephinum, and those persons interested in the archives of an institution of higher learning affiliated with ecclesial ministry. I hope that this study will offer specific direction to the Administration regarding the importance of preserving the history of the Josephinum. I further hope that this study will offer some insight concerning the importance of individual seminaries establishing and maintaining an archives.

By using archival principles, I intend to evaluate the archives as a unit, as well as some specific items. In this study, I have chosen to focus on the entire archives rather than only one part of it, and this for three reasons:

1. To give some direction and focus to the Administration of the Josephinum, who have not looked at the archives in its entirety with preservation issues in mind, centralization of the archives, development of a records management policy and program, or an education and awareness program.

2. To provide a foundation concerning the archives so that others would be able to do future research on some of the other individual pieces in the Josephinum archives, such as photographs or motion picture film.

3. To emphasize the importance that more needs to be done regarding all seminary archives because seminaries are some of the oldest institutions in the United States.

II. LITERATURE REVIEW

Most archives have similar archival materials. General types of material found within archives are correspondence (letters, greeting cards), diaries, minutes of meetings, printed material (certificates, pamphlets, programs), financial documents (ledgers, journals), photographic material (positive prints, negative prints, movie film, video tapes), literary productions (research notes, manuscripts, sermons), legal documents (contracts, wills, deeds), maps, charts, diagrams (architectural blueprints), audio recordings (audio recording tape), and scrapbooks. (3) Within this study, beyond the physical description and evaluation of the archives, focus will also be given to items specifically associated with the founder of the Josephinum, Monsignor Jessing, namely, the Board of Trustees minutes, printed materials, photographic material, literary productions, and his last will and testament.

A primary source that will be used throughout this study is Dr. Raimund Goerler's report entitled "The Archives of the Pontifical College Josephinum: Assessment, Survey, and Recommendations" (March 9, 1998). It provides an "overview of archival standards, an assessment of the archival program of the Pontifical College Josephinum, and a survey of records in the archives and in the basement and attic of the college." (4)

Other primary sources that will be used in this study have either been authored by Josephinum faculty or alumni, published by the Josephinum, or created by the Josephinum Board of Trustees. These other primary sources are the Ohio Waisenfreund, which was begun by Father Jessing (translations from the original Old German provided by Monsignor Anthony A. Kleinschmidt and Father Robert A. Gonzales), the "Board Minutes of the Pontifical College Josephinum of the Sacred Congregation for the Propagation of the Faith," various annual catalogues, namely, the second, seventh, eighth, twentieth and twenty-fourth, and the J'Osservatore Romano: Newsletter of the Pontifical College Josephinum.

There are several other sources from which information about Monsignor Jessing can be gleaned. The best work on Jessing to this date is the biography by Miller, Hofer, Plumpe and Undreiner (1936). Further information is immediately available in Lee's History of Columbus, Capital of Ohio (1892) and The Biographical Cyclopedia and Portrait Gallery with an Historical Sketch of the State of Ohio (1895).

"Archives and Manuscript Collections in Theological Libraries" is an essay written by Martha Lund Smalley, and delivered at the ATLA convention in 1996. Smalley presents a history of the treatment of archives and manuscript collections at the Yale Divinity School Library. Some similarities can be found with the archives of the Josephinum.

Within the field of archives and colleges, William J. Maher's The Management of College and University Archives (1992) introduces the basic elements required for an archival program to meet the needs of a college or university. Ann Pederson's Keeping Archives (1987) is considered to be one of the best resources for managing an archival program; the second edition with the same title was edited by Judith Ellis in 1993. A further valuable resource is the work of Maygene Daniels and Timothy Walch, A Modern Archives Reader: Basic Readings on Archival Thought and Practice (1984); these two editors provide classic articles from various archival-related publications, such as American Archivist and Midwestern Archivist. Another important work, published by the Society of American Archivists, is James O'Toole's Understanding Archives and Manuscripts (1990).

In 1977, the Society of American Archivists published a series of booklets. One of the titles within the series is Archives & Manuscripts: Arrangement and Description by David Gracy, II. Another title is Archives & Manuscripts: Security by Timothy Walch which offers information about planning a security program, focusing on staff, patrons, collections, building and equipment. There is also a chapter entitled "Security

against Fire and Flood." Dr. Goerler makes mention in his report of all three necessities: arrangement, description, and security.

In regards to methodology, Qualitative Research for Education: An Introduction to Theory and Methods by Robert Bodgan and Sari Biklen (1982) presented the most succinct analysis of qualitative research. This work, along with James Spradley's theories presented in Participant Observation (1980) offered a great deal of assistance as to the approach and preparation of this paper.

III. RESEARCH OBJECTIVES

1. To provide some direction and focus to the Administration of the Josephinum, who have not looked at the archives in its entirety along preservation issues.

2. To give a foundation so others would be able to do future research on some of the other individual pieces in the Josephinum archives, such as photographs or film.

3. To emphasize the importance that more needs to be done regarding all seminary archives, because seminaries are some of the oldest institutions in the United States.

DEFINITIONS

Definition of terms gives clarity to what is proposed in the study, what is under study, and the end product of the study. Terms and concepts used within the context of this paper are below.

Twice a year, the entire body of Roman Catholic Bishops in the United States gathers in Washington, D.C. to discuss pertinent issues of the times. One of the major concerns of the National Conference of Catholic Bishops is the formation of their clergy. For this reason, it is only appropriate to use their words concerning the role of the seminary. A seminary is an institution which "seeks to provide the education, (spiritual and personal) formation, and skills necessary for priests to begin pastoral ministry." (5)

In regards to the archives of a seminary, it is important to keep in mind that there are two main types of archives: collecting archives, and in-house archives. For the purpose of this paper, in-house archives is "that part of an institution...maintained for the purpose of keeping the archival records of that institution.... [It] usually restricts its collecting to material generated by its parent institution...or by other closely associated bodies or people." (6) In-house archives will be referred to as the archives of the Josephinum. At this point in time, the Josephinum does not maintain a collecting archives.

The primary archival principle of provenance, in theory, "requires that the archives of an organization or person not be mixed or combined with the archives of another." (7) For example, the materials of the Pontifical College Josephinum should not be mixed with those of the University of Notre Dame. Also, the correspondence of Monsignor Jessing, the first Rector of the Josephinum, should not be combined with that of Monsignor Thomas Olmsted, the twelfth Rector of the Josephinum.

IV. METHODOLOGY

The topic of this particular paper overwhelmingly lends itself to qualitative research, and this for several reasons:

1. Qualitative research has the natural setting as the direct source of data, and the researcher is the key instrument in gathering and evaluating this data. (8)

2. Qualitative research is descriptive in that the data collected is in the form of words or pictures rather than numbers. The data consists of field notes, personal documents, memos and other official records observed upon visits to the site. (9)

3. Within qualitative research, the researcher may show drafts of notes or interview transcripts to key informants. (10) I chose to do this to show my concern with capturing the informants' own way of interpreting significance of the interviews and observational field notes as accurately as possible. The interview transcripts are in narrative form within the FIELD NOTES. (see Appendix B)

The majority of this study applies historical research methodologies and archival principles. The historical information is gleaned from actual records, documents, photographs, correspondence, artifacts and literature within the archives of the Josephinum, utilizing the most confirming tool for the collection of data, the principle of "de visu." This is a personal examination of the primary records, documents, and other materials under study within the archives of the Josephinum.

Numerous visits were made to the archives of the Josephinum and the Anthony A. Kleinschmidt Special Collections Room in the A. T. Wehrle Memorial Library, beginning in May 1997, accompanied then by Monsignor Gerald F. Durst, "acting archivist" of the Josephinum, and later accompanied by Father Leo Stelten. During these visits, I spoke with and interviewed several persons, including Monsignor Durst, about the archives, its use, its arrangement, and its management. Following each visit, I transcribed the notes which I had taken to keep my plan and ideas clear. These notes are titled FIELD NOTES.

Using literature in the field of archives, both monographs and serials, and the way in which the archives exists, evaluation will be given regarding the archives of the Josephinum. I had already acquired an adequate collection of literature about archives and archival management, having taken Dr. Goerler's course, Foundations and Administration of Archives, during the Summer term of 1993. Therefore, I did literature searches, using several databases. I wished to search for the specific topics of "seminary(ies) and archives", and "archives and catholic". The databases used were **The Catholic Periodical and Literature Index 1997**, **ATLA** [American Theological Library Association] **Religion Database 1998**, **Library and Information Science Abstracts** [LISA], **DIALOG** (File 39--Historical Abstracts; and File 438--Library Literature), and **ERIC**. Using these databases, I found very little regarding literature in the field about archives and ecclesial institutions. One particular serial that should be mentioned is Catholic Library World. In each issue there is a section titled "Archives" which presents a variety of newsworthy reports concerning archives and church-related institutions.

A small portion of this study employs the quantitative approach. In Dr. Goerler's survey report, he stated that the "Alphabetical Files" contained non-biographical subject files interspersed with 95%+ biographical files. (11) This assessment will be examined by counting the number of files in each drawer by type, biographical or non-biographical.

LIMITATION OF THIS STUDY

This paper is limited to the English language and to the United States of America. Specific limitations are the archival materials at the Pontifical College Josephinum, and the chronological years 1868 to 1998. Further limitation is placed on photographic materials in the archives to observing only photographs of Monsignor Joseph Jessing.

V. PURPOSE OF THE ARCHIVES AND A BRIEF HISTORY

The mission or purpose of the archival program of any institution of higher learning is four-fold. The archival program serves as the legal and official memory of the institution, by identifying, preserving, and making available evidence and information concerning actions and functions, policies, people and events associated with that institution. Secondly, the archival program provides information that promotes the mission of the institution internally and to the community at large. Thirdly, by the use of original documentation, the archival program supports and enhances the curriculum. Lastly, the archival program supports the research of the faculty, students, and other scholars through access to information and historical documentation. (12)

Gaining intellectual control of records remains the special task of the archivist; without this intellectual control no other archival activities are possible. (13) In reference to the Pontifical College Josephinum and its first archivist, Monsignor Gerald Durst perceived intellectual control to be part of his duty. He also did the research to have it ready for future reference. (14) Generally, the role of the archivist is to make the records and information available so that the researchers can draw their own conclusions. Monsignor Durst had saved items over the years; in the 1970s he began to organize them in file folders and cabinets. This is evidenced in the "Dated File" where he assembled or created a folder for each month beginning in September 1976. Monsignor Durst decided to do the research himself because, in September 1980, he began receiving correspondence addressed to the "archivist" inquiring about former Josephinum students; Durst viewed this work as a service to the Josephinum and its family and friends. (15)

VI. DESCRIPTION OF THE ARCHIVES

Within this description of the archives of the Josephinum, attention is given to location, organization of the records, preservation and security issues.

The archives of the Josephinum are located in several areas. The basement of the Administration Building contains two separate rooms, at opposite ends of the hall. The archives room, also known as the "stamp room" (16) because of Monsignor Durst's stamp collection therein, has the "Guest Recreation Room" decal on the door. (17) To the left of the entrance is the stamp collection; to the right of the entrance is the "heart of the archives" as Monsignor Durst called it. (18) Several rows of file cabinets line part of the south wall of the room. (see Appendix A) On both sides of the file cabinets are wooden bookcases shelving various publications of the Josephinum; contents of these bookcases are listed in a later section. Near the cabinets are a desk and a work table. The items that had been on and under the work table were moved in early March 1998 to the top of the file cabinets. This was done by Father Leo Stelten, interim custodian of the archives, at the request of Patrick O'Reilly, Treasurer, to make space for the team coming to appraise the stamp collection.

Room 006 at the other end of the basement hall contains 57 drawers of alumni files of the Josephinum along the north wall. These files contain biographical information, documents for minor ministries, correspondence and photographs. I learned the contents of these files by inspecting the folder labeled "Fry, Michael" on May 22, 1998. Near the south east corner of the room is a bookcase with glass doors. This contains a film, video, and audio collection promoting the Josephinum and various events at the Josephinum. There are also several awards (19) and mementoes, including a rosary presented to the former rector, Father Blase Cupich, by Pope John Paul II in Rome on the occasion of the centennial of the establishment of the Pontifical College Josephinum on December 12, 1992. Next to this bookcase along the south wall,

architectural blueprints, drawings, floor plans of the entire campus, and utilities are scattered on top of a table, some rolled up, some laid flat.

The Treasurer's Office is located on the main floor of the Administration Building, just north from the main entrance. There are several file cabinets and bookcases within the vault in the Treasurer's Office. In the vault, there are the usual items that one would expect to find, such as financial reports, scholarship funds, payroll logs, check books, checking registers, tax information, real estate transactions, and business correspondence of the treasurer. There are financial journals dating back to 1900 that contain information of daily transactions and copies of newspaper clippings (20), and the last will and testament of Monsignor Maurice Hofer. (21) There are also several chalices and other artifacts in the vault for safe keeping. The bookcase on the far wall of the vault contains some of the most valuable archival materials: a large book, the Board Minutes of the Pontifical College Josephinum of the Sacred Congregation for the Propagation of the Faith with entries dated June 5, 1894 through June 4, 1963 [November 11, 1964 was blank]; minutes of the Ohio Waisenfreund from 1916; correspondence and plans concerning construction of the "new" Josephinum, 1932; and a box labeled "Jessing Papers" which includes original writings and correspondence from 1861 (22), seminary class notes, his minister's license from the state of Ohio, and his last will and testament.

The final location of any archival material is the top floor of the Pope John Paul II Education Center. This Center contains four classrooms and a great amount of storage space on the lower level. It houses the A. T. Wehrle Memorial Library on the main floor and the upper level. The uppermost level, the "attic," is a spacious area which has two small rooms. Room 308 contains master of divinity files, registrar's files and class records which include grade books, class lists and photographs of classes from the 1950s to 1980s. There are five boxes of the rector's general files from the 1920s through 1993, with an inventory for each box. Another set of items is the orphan photographs, student admission files, and scrapbooks from the 1930s and 1940s. There are also catalogs from

1938-1979. Room 309 in the attic has some financial records, vacation and sick leave records of personnel, correspondence of the treasurer from 1986-1993, grades of the college and school of theology during the 1980s, and biographical information pertaining to various bishops. (23)

T. R. Schellenberg states that the significance of records must be made known in finding aids. (24) The organization of the records within the Josephinum archives and how to use these records are explained in the typed notes of Monsignor Durst. Father Leo Stelten explained that Monsignor Durst had typed up some directions for the archives and the system he had established. I found them in the desk drawer near the file cabinets and asked Father Stelten to photocopy them for me. There are two typed, single spaced pages entitled ARCHIVES PROCEDURES; one typed card with script about directions concerning specific entries; one handwritten card concerning "Filing Procedures" with further notation on the verso; a typed list of ABBREVIATIONS USED IN ARCHIVE FILES; and another typed page concerning STUDENT DIARISTS who would document various events in objective fashion. (see Appendix A)

At our initial meeting, Monsignor Durst spoke with me about the archives and the arrangement of the materials/records. The primary file is the "General File" [two drawers two rows wide]; this works mainly as an index. The "Dated File" [one file cabinet of five drawers] provides an historical overview of what had happened at the Josephinum. The "Alphabetical File" [three file cabinets of four drawers] provides information about those persons who have been associated with the Josephinum [whether faculty, student, or director of plays], and those events and items associated with the Josephinum.

The "General File" is the essential finding aid and consists of slips of paper [hereafter referred to as "card"; the minority of these are heavy bond paper], each 1/4 the size of a sheet of paper measuring 8 1/2" x 11". (25) This file, though mainly an index of names, also contains a subject index which all relates to materials organized in the "Dated File" and the "Alphabetical File." (26) The front of the card in this file provides

pertinent information about an individual who has attended the Pontifical College Josephinum, such as, the person's date of birth, date of enrollment, which diocese the person serves or served, date of death, the date the person left the seminary, or information of the person's association with the Josephinum. The verso of this card provides cross references and presents dates of various minor ministries and dates of ordinations, (27) other information pertaining to the subject of that card, and citations about the person, subject or event within Josephinum publications or out-of-house publications. In some cases, for example Jessing, there are twenty cards. Of course, this includes all cards in the "General File" under "Jessing," such as the "Jessing Award," and "Jessing Singers"; there is only one card for Monsignor Joseph Jessing. (see Appendix A)

The "Dated File" consists of materials organized by date, including correspondence, photographs, photocopies of clippings, publications, reports (28) and a variety of other items, such as an Apostolic Blessing in the handwriting of Pope Pius X. These materials are labeled and placed within specific manila file folders. The Apostolic Blessing is labeled "DF:4-23-08(1)" which translates "Dated File: April 23, 1908 (item #1 in that folder)." The "Dated File" ranges from the year 1875 to August 1998. Most of the files are by year until September 1976 when Monsignor Durst began to file items by month.

The "Alphabetical File" is twelve file drawers comprising biographical and non-biographical manila file folders. Ninety-five percent of the folders are biographical, and are labeled with a person's last name, then first name. These biographical folders are principally of faculty and students, both former and present. (29) For example, there is a folder labeled "Fry, Michael." In that folder I found a news release about Michael Pavone and me and our collaboration on the "Ave Maria" that premiered at Saint Agatha's Church in Upper Arlington on Mother's Day, 1983. There is a photograph of Meghan (4 year old daughter at the time) and me taken by Monsignor Clarence DeRuntz when we visited with him in the Development Office the summer of 1992; this visit

occurred to finalize application to the library science program, Kent State University. (30) There was even a note entered about Monsignor Cooney contacting Monsignor Durst in April 1997 concerning the possibility of using the archives for my research paper. Much more information, some of which being biographical, the non-biographical folders are concerned only with Josephinum-related subjects and events. In the "Alphabetical File" under "Josephinum," there are folders for the airstrip, band, church furniture company, conference center, the escutcheon, glee club, and orchestra, among other entries. There are other non-biographical folders elsewhere in the "Alphabetical File."

There are two small wooden bookcases in the archives room on the east wall under two ground-level windows, and one large wooden bookcase on the south wall next to the "Alphabetical File." The arrangement of various Josephinum publications are neither alphabetical nor chronological, except within a series. Some of these publications are bound; most are not. Publications by the Josephinum include Journal of Theology, Turebian, Josephinum Review, Josephinum, Docete Omnes, Josephinum Weekly, alumni directories, college catalogs, and minutes of the college; all of these items, ranging in time from the 1930's to the present, are on the south wall. The bookcase on the east wall contains songbooks, records of the secretary of the Josephinum Orchestra, minutes of student organizations, registrar's record books for high school and college, scrapbooks, handbooks, faculty handbooks, self-study of the Josephinum, and the Relatio Annales published by the Josephinum, 1888-1931. (31)

One of the primary purposes of an archives is to preserve the history of the institution or society. The preservation of records depends a great deal on environmental control, physical storage of the records themselves, and security. When I first entered the archives room with Monsignor Durst on May 3, 1997, I observed several things. After unlocking the door, Monsignor Durst immediately turned on two lamps and one spotlight near the file cabinets. Secondly, the temperature in the room felt to be about 75 degrees

Fahrenheit, but it was not humid. Thirdly, placed within boxes on the work table, I noticed photographs bundled together with rubber bands, and other items held together by paper clips. Lastly, Monsignor Durst showed me how he had organized the Josephinum archives. This included his own physical arrangement of the records using manila file folders, labels, scotch tape, ink pens, glue, scissors, and staples.

The security of archives is an important aspect of archival work which is often neglected. (32) It might be neglected because of the complexity of the problem and or the cost involved. To gain access to the archives after the death of Monsignor Durst, I met with Patrick O'Reilly, Treasurer, and Peter Veracka, Director of the Library, to receive permission. Mr. O'Reilly granted access with some conditions: none of the materials in that room were to leave that room; there be some Josephinum personnel with me in that room at all times, and that prior arrangements be made for that purpose; and the attendant would see to the photocopying of any materials for me. I accepted and agreed with the wisdom of these conditions. At least on the immediate level, the archives was secured.

VII. EVALUATION OF THE ARCHIVES

Within this evaluation of the archives of the Josephinum, attention is given to location, organization of the records, preservation and security issues.

In his assessment of the Josephinum's acquisition of collections, Dr. Goerler states: "As an institution of more than one hundred years, the official archives are very modest in quantity." (33) By "official archives" Goerler means the two archive rooms in the basement of the Administration Building. He further states that there are more materials of archival value in the vault of the treasurer's office and in the attic of the library. (34)

Concerning the physical location of the archives and access to it, the archives is not centralized, and therefore not accessible for use by researchers. (35) It would benefit the Josephinum to combine the collection from all three areas, namely the basement of the Administration Building, the vault in the Treasurer's Office, and the attic of the library, to one large space. Pederson offers a scale drawing by Marion Sully of a two-room archives which provides the necessities of office, research area, processing, and storage. (36) The library should be the place where researchers use archival materials under the supervision of the Josephinum archivist. (37) Since the death of Monsignor Durst in December 1997, there is also the need for an archivist to manage the archives. This would enable more frequent and complete use of the archives by researchers. Single, discreet items of information are presented on the card in the "General File." The result of the labor-intensive focus on items rather than groups or series is that much has not been described, making it unavailable for research. (38) This particular kind of finding aid is best suited to the task of the librarian; it is a card catalog. The archivist, however, deals with collections, groupings of related items; and the format of material can vary greatly from correspondence to diaries, from photographs to maps to blueprints. The size of a collection can range from one item to several cubic feet of documents. (39)

Goerler defines a cubic foot as a "standard unit of archival measurement equal to the contents of a box 15 x 12 x 10 inches. (40)

The archival records within the archive room have been organized according to, for lack of a better term, "Durst Order." This is evident in reading Monsignor Durst's typed notes, "ARCHIVES PROCEDURES." Schellenberg states that individual items may be arranged "alphabetically, chronologically, numerically, or by subject," or any combination of these various systems; yet he immediately adds, "From an archivist's point of view, most of these systems are notoriously bad." (41) None of these systems show how the records were collected in relation to the activities to which they pertain. The basic and essential archival principle of provenance is neglected when records are arranged chronologically or by subject. At the Tenth Annual Conference of ATLA (American Theological Library Association) in 1956, Julia H. Macleod, of the Manuscripts Division of the Bancroft Library, emphasized the basics of archival practice, such as "keeping together material from a single source" [provenance] and that "the material itself determines the arrangement." [original order] (42) Goerler presents this issue in stating that, by imposing an artificial arrangement, "valuable information about the context of creation and the evidential trail to the archives has either been lost or not recorded." (43)

The shelves of one of the wooden bookcases are bowing and are not treated with any kind of varnish. The arrangement of the various publications on those shelves is adequate. It would be advantageous to group them as either faculty/administration publications or student publications; and then place them in chronological order within the particular series. Also, the non-bound publications should be placed in properly labeled, acid-free Hollinger boxes. (44)

Michael Piggott writes in Pederson's book, "Without properly preserved records, all other archival activities are negated." (45) He further presents that when the archival material is allowed to deteriorate unchecked or become damaged in any way, it may be

impossible to make it or the information it embodies available for use. (46) There are several concerns regarding preservation and security issues for the archives of the Pontifical College Josephinum.

Environmental control is achieved on several levels: temperature, relative humidity, ventilation, pollutants, and lighting. The Josephinum archives has attended to none of these. William Maher provides the following requirements. The temperature ideally should be maintained at 67 degrees Fahrenheit, or less; the relative humidity held at 47 percent. (47) Goerler states that there should be as minimal fluctuation as possible, no more than three degrees daily, five degrees monthly. (48) A sensitive hygrothermograph can record the temperature and relative humidity over a seven day period. (49) The ventilation system should include filters which should be changed at frequent intervals to reduce airborne dust and dirt. Lighting in stacks and reference should be carefully controlled so as to minimize damage from natural and artificial light; controls that can be used are ultraviolet filter sleeves for fluorescent lights and ultraviolet filtering on windows. (50) Maher further states that "the most important factor in maintaining the proper environment to protect holdings is that the archives should be the sole user and occupant of the facility," (51) thus sharing the space with no other activity, such as a stamp collection.

The archivist needs to be concerned with matters of how to store records efficiently and how to find them when they are needed. The specific equipment used for storing the records should be cost-effective, (52) but also facilitate long-term stewardship. (53) Baked enamel metal shelving is recommended within archives. However, if wooden shelves and bookcases are unavoidable, then the wood should be sealed with several coats of a varnish such as polyurethane. (54) In the collection of the Josephinum archives, there is no indication that acid-free materials, especially file folders, are used. Newspaper clippings are interspersed with other items and spread destructive acid to such materials as photographic prints, letters, and reports.

"Preservation photocopying is needed in significant volume." (55) The use of scotch tape stains the record, obscures the printed or written words and finally "chemically degrades" the paper. It is important to remove the tape from all archival materials that are not expendable. (56) Other materials which affect the items found in the archives, and not considered for preservation, are as follows: a white label stuck on the upper right hand corner of the Apostolic Blessing of Pope Pius X, not on the protective plastic cover (see Appendix A); ink used twice on all items placed within file folders, even a Baptismal certificate signed by Monsignor Soentgerath, second Rector of the Josephinum, affirming that Leo Jessing was baptized by Monsignor Joseph Jessing (see Appendix A); a photocopy of a letter in German from Monsignor Jessing to his cousin Max is stapled to a typed transcription and translation; other documents are fastened together by metal paper clips; and photographs are either attached to paper by glue, scotch tape, or bundled together using rubber bands.

There are also some concerns about security. Both archival rooms in the basement of the Administration Building have ground level windows. Aside from the locked doors, there is no physical means of security from intrusion. (57) Walch strongly recommends double locking systems on doors, security alarms and surveillance equipment as key elements in the protection of the archival repository after hours. In addition, he states that an area of security that is "often overlooked, even by the security-conscious repository director, is fire suppression and flood control." (58) Whatever the circumstances, the archivist should invite the fire fighters to the archives to discuss special problems related to fire prevention within that particular setting. (59) Archives located on basement or ground-floor levels should have emergency plans for the removal of crucial records. (60)

VIII. MONSIGNOR JOSEPH JESSING WITHIN THE ARCHIVES

The subject who would make a logical case study utilizing the Josephinum archives is the founder of the Josephinum, the admirable Monsignor J. Joseph Jessing. Within this case study, it is important to provide at least a highlighted biography of Jessing up to his settling in Columbus. Then the case study will continue with describing and evaluating specific items associated with Monsignor Jessing within the archives.

John Joseph Jessing was born in Muenster, Germany on November 17, 1836. His father died five years later, leaving the widow Jessing to care for and support two young sons. (61) At the age of fourteen, Jessing left school to learn a trade so he would be able to contribute to the support of his mother and younger brother, Bernard. He became a lithographer's apprentice until he entered the Prussian army in 1855. (62) In 1867, Jessing came to the United States and taught at the newly-established Saint Joseph School in Hamilton, Ohio. Still desiring to be a priest, he entered Mount St. Mary's Seminary, at Cincinnati, the following year to complete the studies he had begun in Germany. Jessing was ordained by Bishop Sylvester Rosecrans at St. Patrick's Church, Columbus, Ohio on July 16, 1870. (63) (The card in the "General File" does not provide the specific date of Jessing's ordination. See Appendix A) Father Jessing's first pastorate was at Sacred Heart Church in Pomeroy, Ohio, encompassing the counties of Meigs, Athens, and Gallia. On May 1, 1875, Saint Joseph Orphanage in Pomeroy, already having fifteen residents, was solemnly dedicated by Bishop Rosecrans. (64) Father Jessing transferred the orphanage to Columbus on August 23, 1877. This information was gleaned from a Chronological Table within the Jessing "Alphabetical File," no compiler, no date. (see Appendix A) At the request of Bishop Rosecrans, the orphanage settled on East Main Street between 17th and 18th Streets. (65)

The items associated with Monsignor Jessing to be used in this case study are the Board Minutes, annuals and catalogs, his minister's license, the Ohio Waisenfreund,

seminary class notes, photographs, his last will and testament, and the folder labeled "Jessing, Rt. Rev. Joseph" in the "Alphabetical File."

Quoting Lester J. Cappon, Director of Early American History and Culture at Williamsburg, Virginia (1958), Smalley writes that during the nineteenth century, seminaries saw to it that their libraries became the centers for their "historical collections, varying from official minute books of the highest administrative bodies in the ecclesiastical organization" to other records. (66) Father Stelten and I went to the vault on March 20, 1998. On the top shelf of the bookcase opposite the entrance to the vault, I found a box labeled "Jessing Papers." This was situated under a large leather book, the Board Minutes of the Pontifical College Josephinum of the Sacred Congregation for the Propagation of the Faith. This book has 481 thick pages, measures 11" x 17", and weighs approximately fifteen pounds. It has marbled endpapers with a small rectangular sticker on the upper left hand corner inside the front board. This sticker provides information about the manufacturers of the record book: "The Ruggles-Gale Co., Blank Book Manufacturers, Binders and Stationers, No. 317 & 319 South High St., Columbus, Ohio." On the small piece of binding linen in the gutter of the first page is stamped "patented Feb. 12, 1889." The first meeting of the Board of Trustees took place on June 5, 1894 with nine members present, Monsignor Jessing's name written first. It was at this meeting that the Pontifical College Josephinum "was acknowledged and incorporated by the Government of the State of Ohio as a legal association." (67) The Josephinum likewise obtained the authority to grant all degrees and titles of honor that are conferred by colleges and universities within the United States under the official title "The Pontifical College Josephinum of the Sacred Congregation for the Propagation of the Faith." (68) The second meeting of the Board, October 16, 1899, opened and closed with a prayer by the Rector, Monsignor Jessing. (69) On October 24, 1899, the Board met again; this time Monsignor Jessing was absent because of ill health. The minutes for this

third meeting were signed by "Rev. Henry Schlichter-Pres. pro temp." (70) Monsignor Jessing died nine days later.

Within the box of "Jessing Papers," there are small squares of paper containing some form of shorthand. (see Appendix A) This shorthand was called Gabelsbergerianum, and was a course taught within the early high school years. The annual catalogues in the archives room provided the desired information. In the Twentieth Catalogue of the Pontifical College Josephinum for the Propagation of the Faith for the Year 1907-08, at Columbus, Ohio, 821 East Main Street, I found the "studiorum" [courses to be studied while at the Josephinum] on page 15. "Stenographia" was offered in the second year of high school. Looking at the second year of the high school curriculum, the professor for that course was Edward Dahmus. (71) Delving into the earlier catalogues, "stenographia" was taught by Monsignor Jessing to high school freshmen "during the last five months...to use it for any kind of writing with much saving of time." (72) The academic year 1889-1890 was the first year the stenography class was offered. Monsignor Jessing continued to teach it through the 1894-1895 academic year. (73) Over a seven year period, Monsignor Jessing had taught Latin, algebra, religion, logic, apologetics, philosophy, geography, and a course entitled "Information on the Vital Questions of the Day"; there is no course description offered for this in the catalogues, but it probably had to do with global and local church news. (74)

The Minister's License is located in a file folder in the "Jessing Papers" box in the Treasurer's vault. This license was granted by the State of Ohio to Joseph Jessing, a "Minister of the Gospel of the Catholic Church," to solemnize marriages within Ohio, so long as he continues to be a "REGULAR MINISTER OF THE GOSPEL of said Church." This was done by the judge of the probate court of Meigs County, at Pomeroy, Ohio, on August 12, 1870. The license itself was printed in Springfield, Ohio, has a Victorian marriage engraving in the center, and was meant to be used during the 1860s. (see Appendix A)

The Diocese of Columbus had no orphan home of any kind, and priests felt obligated to find shelter for the orphans of their congregations. Father Jessing decided to solve this difficulty by being the sole editor of a religious paper, without abandoning his priestly duties, and to apply the proceeds to the keeping and training of orphan boys. He bought the necessities of a printing office, including a hand press. (75) The Ohio Waisenfreund ("Ohio Orphans' Friend") was first published as a single-page German paper by Father Jessing under the title Ohio in May 1873; the title changed with the February 18, 1874 issue. (76) Monsignor John P. Kleinz wrote, "Within two years it had become the leading German-language weekly in the country, with a circulation of 38,000." (77) The orphans' home also benefited because of the Ohio Waisenfruend's successful circulation in Europe. (78) Perhaps the paper became so successful because of a particular need being met, namely, informing German Catholics of ecclesial happenings and teachings. "Each issue of the Waisenfreund had two sections of interest to the Catholic readers: domestic news and foreign news." (79) Jessing very joyfully expressed his prayer and desire for the Pontifical College Josephinum in the February 15, 1893 issue of the Ohio Waisenfreund:

> May this institution which now, in every respect, belongs to the Holy See be further developed, and be brought upwards to its fitting height, as is due to the first Pontifical educational establishment in the United States. (80)

As part of the Ohio Newspaper Project, the Ohio Historical Society borrowed the Ohio and Ohio Waisenfreund to microfilm the entire publication within twelve months, commencing April 6, 1993. The Ohio Historical Society returned the papers to the Josephinum within the allotted time. (81)

Also in the "Jessing Papers" box are two hardbound tablets of class notes written and signed by J. Joseph Jessing while a seminarian at Mount Saint Mary's Seminary in Cincinnati, Ohio, in 1868. One tablet is notes for Sacred Theology class, the other for Dogma. The majority of the text of Jessing's notes is in Latin, with few occurrences of

German and the Gabelsberger shorthand. Oddly enough, in this box of "Jessing Papers" there are notes and correspondence to Father Leo F. Miller regarding the ancestry of Jessing. The correspondence is dated 1935, and I suspect that this was information desired or needed for the forthcoming book about Monsignor Jessing by Miller, Plumpe, Hofer and Undreiner published in 1936. Some of the notation is in shorthand.

There are many photographs and steel engravings of Monsignor Jessing within the archives of the Josephinum. Some of them are in the "Jessing Papers" box; others are in the "Alphabetical File" and "Dated File" in the archive room. Most of the photographs are in poor condition due to lack of care (see Appendix A, taking note of the pieces missing, though the image is not damaged yet), or using them for exhibits--some have small pin holes at the bottom. It is virtually impossible to restore the damaged photographs; but those photographs of Monsignor Jessing that are in good condition need to be kept individually in chemically neutral, seamless envelopes. (82)

In the "Jessing Papers" box, there is a very unique item--the Last Will and Testament of Monsignor Jessing. Within the front pocket of a tied extending file, this document has four folds and is placed in a clasp envelope with other items. The paper measures approximately 22" x 14", is very brittle, is folded in half, is separating at this first fold, and has a small hole at one of the lower folds. The text is written with violet colored ink, and has no date affixed to it. The document, after comparing the penmanship with other Jessing papers, is not in Monsignor's handwriting, nor is it signed by him or other witnesses. After reading it, and knowing the spirit of Monsignor Jessing, I would not hesitate to say that they are his words. For example, "all my properties, real, personal, and mixed" were bequeathed to the "education of homeless boys." It also asks that, after his death, thirty days of Masses be offered for his soul; and, on the anniversary of his death for twenty-five years, Mass is to be offered in the St. Turibius Chapel of St. Joseph's Orphan Asylum. (83) The document named Bishop John Ambrose Watterson

(and his successor should Watterson die before Jessing) as executor of Monsignor Jessing's will. (84)

Monsignor Jessing's file folder in the "Alphabetical File" is almost two inches thick. It is a regular manila file folder. The contents vary from photographs to articles to programs. Some of the items break provenance. There is a testament of the sacrament of Baptism having been conferred on Leo Jessing by Father Joseph Jessing; this testament is in the handwriting of Monsignor Soentgerath on Josephinum stationary and is signed by him. This particular item should be in Leo Jessing's folder as the subject, or Soentgerath's folder as the creator of the document. There are notes written by Monsignor Maurice Hofer for the Memorial Mass of Jessing's birth, November 10, 1971, along with explanations about the two tablets of Jessing's seminary class notes. First of all, Monsignor Durst should have entered these notes in the "Dated File" according to his typed Archives Procedures. Secondly, provenance dictates placing them in Hofer's folder. A third item which breaks provenance is a letter written by Monsignor Frank Mouch on August 6, 1976, concerning original papers of Jessing being sent to Monsignor George Undreiner. (see Appendix A) This is correspondence of a Rector which should be with Mouch's papers.

IX. FURTHER RECOMMENDATIONS

The purpose of this section is to provide specific recommendations to the Administration of the Pontifical College Josephinum. The results of this study show that there are some very unique, important items within the archives that are in need of preservation. There are two basic decisions that must be made in all cases of preservation, namely, identification for preservation and determination of the mode for preservation. (85) In some cases, physical preservation is mandatory; in other cases, it is the preservation of a tradition that is recommended, such as oral history.

The archives of the Josephinum has a 16mm film documenting the building of the nearly 200 foot bell tower in 1931. It is unable to be used or shown in its present condition due to shrinking. (86) The only way to preserve the images is to reformat the film to video cassette, and provide a stable climate, preferably in cold storage. (87) Of course, funding the reformatting project could provide some hesitation. I recommend that the Josephinum apply for a grant from the National Endowment for the Humanities. The National Endowment for the Humanities offered a grant to the Yale Divinity School Library in the early 1970s which enabled it to hire and train staff, purchase document storage cases, and start a full-fledged archival program. (88)

When an institution does little or nothing to publicize the holdings of its archives, many scholars and researchers overlook it. (89) A carefully drafted statement of the archives' purpose can be used as the basis for a promotional pamphlet on the archives program (90), and so make prospective users of the Josephinum archives aware of the resources in the archives. (91) Pederson writes that students are among "the most important client groups, particularly for school or local community archives." (92) Because research is an individual or, at most, a small group activity, there are ways, other than on-site visits, to have students interact with original sources. Duplicates, facsimiles and original archival documents can be taken to the classroom where students can examine them.

For example, in the remaining teaching days at Bishop Watterson High School, Columbus, Ohio, this past academic year, I provided a unique experience for my freshman students. Finishing the Church History portion of the graded course of studies, we were discussing the popes of the twentieth century. I decided to pass around the room the photocopy of the Apostolic Blessing bestowed upon the Josephinum community in the handwriting of Pope Pius X, keeping even that in a transparent sleeve! As it made its way around the room, I told them the story behind it. The Rector, Monsignor Soentgerath, and several other Josephinum personnel had gone to Rome in April of 1908 to celebrate the Rector's Silver Jubilee of ordination to the Priesthood; that Soentgerath had a private audience with Pope Pius X and reported on the status of the Pontifical College Josephinum to the Pope; and that Pope Pius X sat down and wrote the blessing on a tablet board. (93) Then I read the translation of the Apostolic Blessing provided by Monsignor Kleinschmidt:

> To the beloved sons, the administrators, professors and students of the Pontifical College in Columbus I implore the Lord to grant all good fortune and health, and as a sign of my well-wishes I impart with deep interior love my Apostolic Blessing upon them. Given at the Vatican on the 23 of April, 1908. Pius X, Pope. (94)

The arrival of computer technology has changed the archival scene. (95) The information on the "General File" cards, especially those in cursive, should be put into a computer database. Creating the right program would enable a quick search either by subject, date, and/or citation in publications. Also according to Smalley, digital scanning of entire contents of collections may become commonplace. (96) If the Josephinum would consider this, the educational endeavors using the Josephinum archives would be boundless. The desired information from the database could be downloaded to a disk and utilized at the leisure of the scholars and researchers.

It is important that the archivist convey to users and potential donors a commitment to the preservation of materials left in the archives' care. (97) Four significant pieces of Josephinum history need immediate attention. I have addressed physical preservation needs of the Apostolic Blessing and the 16mm film documenting the building of the bell tower. However, the Apostolic Blessing and the letter from the Sacred Congregation of the Faith granting pontifical status to the Josephinum are both located in a bottom file drawer in the archive room. They are at risk of serious damage should the basement of the Administration Building flood. Walch writes that repositories located on basement levels should have emergency plans for removal of crucial records. If flooding does occur, Walch provides a list of fifteen steps from Procedures for the Salvage of Water Damaged Library Materials by Peter Waters. (98) The other document needing immediate attention is the Last Will and Testament of Monsignor Jessing, located in the "Jessing Papers" box in the Treasurer's vault. This item should be given priority because the Josephinum may wish to place it in an exhibit for the centennial ceremonies marking the death of Monsignor Jessing. These three unique documents, if encapsulated in polyester film, can survive elements and humans. This technique is simple, inexpensive, requires no major equipment, and can be mastered in a very brief time. (99) This process is also reversible. (100)

There is a definite need to establish a collection policy for the Josephinum archives. Why have a collection policy? All archives should have a collecting focus that can be used to appraise the relevance of each prospective acquisition in light of the institution's larger mission and objectives. This collection policy gives meaning and direction to staff field work, and if successful, it can bring together collections that complement one another. Therefore, the archives would be a more attractive and valuable resource for its users. (101) The principle of provenance is a very important part of collection development. No archivist can claim ownership of donated documents for his or her institution with any degree of confidence unless there is a clear line of

provenance from the creator of the documents. Failure to immediately obtain some type of formal deed of transfer may haunt the archives at a later date. (102) It is also important to keep potential users in mind when developing a collection policy. If they are not kept in mind, the result may be the acquisition of collections that are of little interest or value to the archives' clientelle. (103)

Collecting papers relating to distinguished alumni has become an important part of many academic archival programs. These collections provide important research documentation, enliven institutional pride, and can be linked to memorials and monetary bequests. (104) Within the archives, there is correspondence and other means of evidence that would point to the fact that others have contacted the Josephinum to find out about relatives who have attended or been associated with this institution. There was even a letter from a woman who stated that she was a grand-daughter of Monsignor Jessing! Of course, Monsignor Durst very briefly and respectfully responded to the contrary. On the other hand, there are no copies of letters of recent date addressed to relatives asking for donation of papers of individuals who have been important in the history of the Josephinum, except for the letter addressed to Mr. Jessing from Monsignor Frank Mouch. I would highly suggest that letters be written to family members of those "Josephinum Giants" who had grown up at the Josephinum and who have recently died, namely Monsignors Durst, DeRuntz, Fick, and Undreiner. Ask the family members if they have diaries, journals, correspondence, pictures, or other items of historical significance which they would consider donating to the archives. (105)

At a minimum, archivists should determine how they can incorporate oral history techniques and projects. This would ensure as complete a documentary record as possible of their institutions. (106) Pederson's book provides some very helpful guidelines for interviews on pages 296-297. The Josephinum has not taken advantage of opportunities in the past and has lost out on much of its past. Some of the most

opportune times are alumni reunions, or when individual alumni return to visit the Josephinum.

X. FUTURE STUDY: IMPLICATIONS FOR SEMINARY ARCHIVISTS

The study of archival programs within seminaries is very important to understanding the spiritual flavor of a particular religion, denomination or local community. Based on the small amount of published literature, it is probable that very little has been done in this field. One effective instrument to measure this claim with more certainty would be a survey to seminary library directors within a particular state, region, or country. Pertinent questions might include some or all of the following: Which religion or denomination does your seminary predominantly serve? Does your seminary have an archival program? How long has the program been functioning? How is the archives staffed? Do the collections acquired accurately reflect the collection policy? What is the focus of the archives collection? Is there any oral history within the collection? Is the archives unnecessarily duplicating the efforts of other archives? Has a sincere effort been made to publicize the availability of the collections for research purposes? (107)

I chose to do a case study of the Monsignor Jessing materials because of my admiration for the founder of the Pontifical College Josephinum. There are other admirable persons associated with the Josephinum whose materials are just as plentiful and could be used for a case study regarding archival materials within seminaries. There are other subjects that could be used as well, for example, the statue of Christopher Columbus located on the lawn of the Ohio Statehouse found in the "Alphabetical File" under "Columbus Statue," or the memoirs of Francis M. Ludewig, son of the architect of the present Pontifical College Josephinum, found under "Ludewig, Francis (Memoirs)."

XI. CONCLUSION

The Josephinum shares in a great tradition which goes far beyond its walls. It is rich in a history which no other seminary or Catholic institution in the Western Hemisphere can claim because it is directly under the jurisdiction and patronage of the Vatican. Much of the history of the Josephinum is "enshrined" within the non-centralized archives. From examining the archives, my conclusion is that the following need to be addressed in order to further preserve the history of this unique institution.

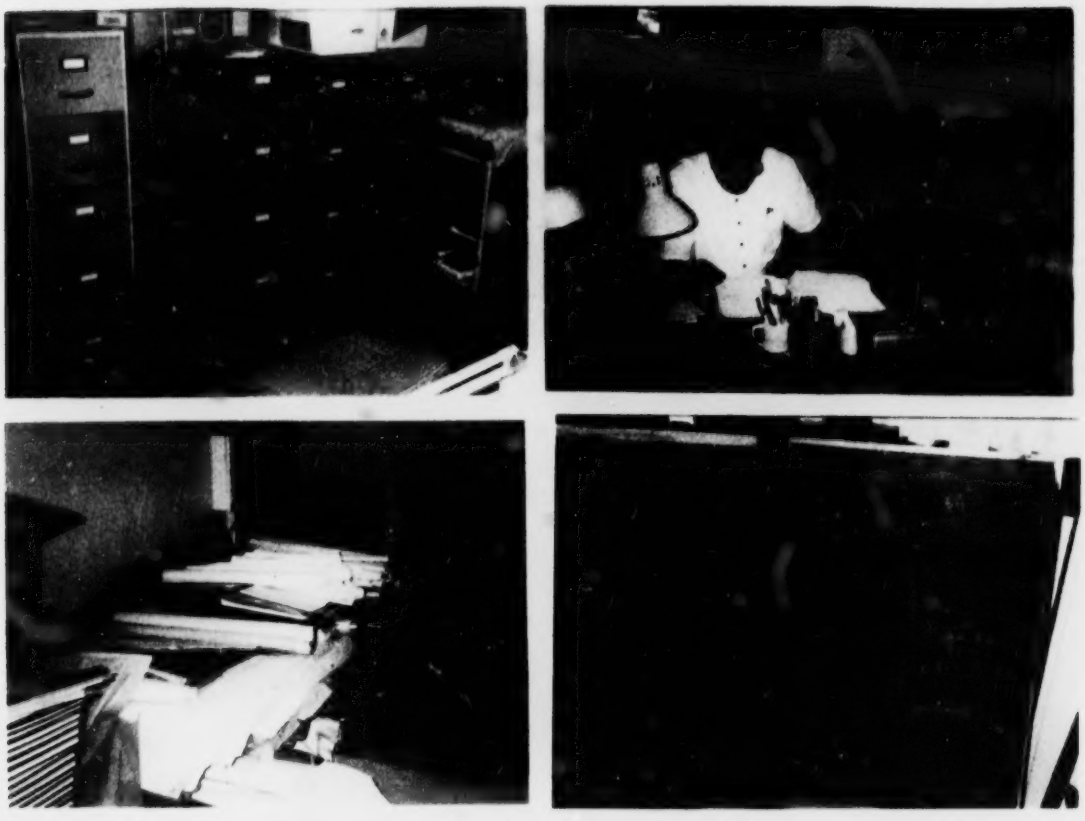
The Josephinum needs a professional archivist on staff who can formulate policies and procedures, to preserve the materials in the archives and to provide the necessary service to researchers and the Administration. The archives need to be centralized in a climate controlled environment. With the centenary celebration of Monsignor Jessing's death approaching, the Josephinum community needs to be made aware that the archives exists and the materials contained therein will greatly enhance that celebration as well as any future needs for these kinds of materials, and the surrounding communities need to be made aware of this source of history and information. It is my mission and honor to begin to preserve the history of the Pontifical College Josephinum as their first professional archivist.

APPENDIX A

PHOTOGRAPHS OF THE ARCHIVES

AND

PHOTOCOPIES OF VARIOUS ITEMS



Upper left: The "Heart" of the archives in the Guest Recreation Room. At the left side of the photograph is the gray, five drawer "Dated File" cabinet with the most recent years in the top drawer, and the oldest material in the bottom. Just to the right is a file cabinet which contains the "General File" in the middle two drawers. The remaining three file cabinets constitute the "Alphabetical File." A bookcase shelving Josephinum publications is to the far right of the cabinets.

Upper right: I am examining materials in the folder of Monsignor Jessing from the "Alphabetical File."

Lower left: The architectural blueprints needing archival preservation within Room 006.

Lower right: Blueprints of the Power House Electrical Layout. They are glued unevenly to some form of particle boards and then taped together; notice the large hole at the left side of the photograph. There are blueprints glued on the verso. There are several boards prepared like this in Room 006.

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THE PONTIFICAL COLLEGE JOSEPHINUM

WORTHINGTON, OHIO 43085

We maintain 3 basic files: a) THE GENERAL FILE (or "CARD FILE), made up of slip of heavy bond paper (more recently), each 1/4 the size of a regular 8 1/2 x 11 sheet; b) an ALPHABETICAL FILE of manilla folders; and c) a DATED FILE of manilla folders. If we can pin a date to any material to be filed, it is filed in dated order in the DATED FILE, and references are made to that material in the GENERAL CARD FILE by subject heading, content, or any such identity, and is liberally cross-referenced with additional subject-heading cards as needed (we used the term 'card' for the 1/4 sheet slips). If no date can be attributed to the material, it is filed in the Alphabetical File, again according to title, topic, subject heading, content, etc., and the material is also liberally cross-referenced in the General File on additional cards as needed. Thus, as a general principle, the Dated File should act like an on-going diary of the Josephinum. But the General Card File, depending on how well it has been cross-feferenced, should be able to tell one WHERE to find a particular item, once it has been processed and filed. Once a subject file folder has been filed in the Alphabetical File, and a file slip (card) has been filed in the General Card File referring to that manila folder, it is deemed no longer necessary to add furtner entries on any of the existing cards for that subject, since anyone looking for material on that subject should automatically find it by simply going through the Alphabetical folder.

For example: suppose we have a document pertaining to one of the faculty members: a) if we can pin a date to it and if it has historical value as far as the PCJ is concerned, we stamp the date on the two "long-side' corners of the document (see examples on file), followed by a number in parentheses indicating its numerical order under that date, and the document is filed in the Dated File according to date. At the same time a 'file card' is made out for that person (if one does not already exist) in the General Card File) to be filed in the General Card File, alphabetically by name(or subject heading), and on which is indicated where to find the document in which folder file: using the abbreviation 'DF' for Dated File, (or 'AF' for Alphabetical File - more on that later). Since this example now assumes filing under DF, we add the date and number after the DF and follow that with a very brief description of what is on the document, e.g., appointment, hospitalization, honors, etc., If cross-references can be made to other subjects appearing on the document, similar entries are made on respective 'card file' slips. b) If, on the other hand, no date can be ascribed to the document, it is filed in the Alphabetical File, in a folder bearing the name of the person concerned. If a folder already exists, the document is simply added to the file, labelled A,B,C etc., or possibly in the back part of the folder in dated order, if date is available but has no applicability to the Dated File. No further entry need be made on an already existing 'Card' file slip. If, however, it is a new folder, the 'card' either new or already on file is stamped at the top with the symbol "Ent'd" to indicate a file folder exists from now on in the Alphabetical File, and an "AF(A,B,or C etc)"entry is made on the back of the card, with a brief description of the contents of the document. Again, it has been the general principle of our operation: If we can pin a date to it, the item is filed in the DATED FILE which becomes a school history and diary, and liberal references are made throughout the General Card File to that dated file document. If it cannot be dated, it goes into the ALPHABETICAL FILE, but again is liberally cross-referenced in the CARD FILE.

One should picture to one's self a person trying in later years to recover such a document. Imagine all the subject headings he/she might possibly think of or use in trying to refer to that document. We would hope there would be a 'card' slip on the card file covering each and all possibilities, each referring to the xxxxx location in either Dated File or Alphabetical File where the searching person may find the

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desired information, We would hope that this process would lead to a well-orgainzed history of the P.C.J. and would also make it extremely easy to recover any desired information once it has been filed. (One can well imagine that many archives have extensive contents, but with no one seeming to know where to locate the individual items except by tiresome search and endless paging through files.)

Since the archives have been under this process for only a relatively brief time, we would point out that we have attempted to keep up to date in filing all current material, at the same time slowly working our way backward in time as we are able to do so. At the time of this writing we having broken down all the issues of the JOSEPHINUM NEWSLETTER, and are working our way back through the copies of THE JOSEPHINUM - from there we hope to proceed back into the JOSEPHINUM REVIEW and its predessors, THE JOSEPHINUM WEEKLY and the OHIO WAISENFREUND, xeroxing most of the material that pertains strictly to the PCJ. Also, we would hope to do the same with catalogs, Alumni journals, and other booklets, records, pictures, programs, etc., that we have accumulated, both here in the south end of the Stamp Room as well as mostly duplicate material already in the Archives rooms in the library. (We have maintained this Stamp Room location only as a matter of convenience, since so many hours are spent here and the location is much closer to living quarters.) Bound copies of these latter items could also be additionally catalogued and kept as a library section of the archives. We have gathered hundreds of negatives(sometime cheap positives may be made of these to see which should be kept and catalogued), photographs, slides, clippings, etc., many of which we have already filed as we were able to identify them fully by date or by subject matter. Still to be filed, as of this writing, are many photographs and items for which we have been able at least to determine the school-year. Fuller identification will be possible as we work our way back through the various printed materials still to be filed.

A few observations, with no order to them: To conserve space, we have adopted a number of abbreviations. A complete list is to be found in the drawer. Most commonly used are these: DF(dated file) AF (alphabetical file), CR (cross-reference), JNL (Josephinum Newsletter), JOS (The Josephinum - publication), JR (Josephinum Review), JW (Josephinum Weekly), OW (Ohio Waisenfreund), CT (the Catholic Times), CD(the Columbus Dispatch). We have regularly crowded the spacing between lines on the back of the file slips or file 'cards' to gain more printing space. As long as the print was legible, we were satisfied It will be noticed that many of the General File cards, or slips, are handwritten forms for most of the earlier students that attended the PCJ. These are simply xeroxed copies of slips we had made back in the early sixties when we first attempted to get a complete list of all students who ever attended the PCJ up to that time. In time, these could perhaps be re-typed to make for a better appearance. All clippings, cards, pictures, etc., have been cut down to minimum size and mounted with double scotch tape, with multiple mountings on the same sheet to conserve space and to reduce the thickness of the folders. We are hoping that the double scotch tape we are using will not bleed and discolor as much of the original one-sided scotch tape was wont to do. It will be noticed that clippings are identified as to source, and the same identification is added to the corresponding entry on the card file.

We have usually provided for a 'page 1' under any specific date already occupied in the DATED FILE, reserving same for recording items that occurred that day as transferred from any diary available. We have tried to get students from college and theology these last few years to keep a daily diary for us, and monthly we have attempted to consolidate and transfer their efforts to the Dated File. It takes constant prodding and encouragement - suggested guidelines for them are in the desk drawer.

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ABBREVIATIONS USED IN ARCHIVE FILES

JR: Josephinum Review

JW: Josephinum Weekly

OW: Ohio Waisenfreund

JC: Josephinum Catalouge

JAJ: Josephinum Alumni Journal

JAN: Josephinum Alumni News

Jos: The Josephinum

JNL: The Josephinum Newsletter

CT: Catholic Times

CD: Columbus Dispatch

CJ: Citizen Journal

OSJ: Ohio State Journal

pic: picture or photo

DC: Docete Omnes

AR: Ad Rem

Dd: Dismissed, discipline

Da: Dismissed, academic

W: Withdrew

Wh: Withdrew, health

Ord: Ordained

CC: College Catalog

TC: Theology Catalog

GF: General File

DF: Dated File

AF: Alphabetical File

Cf: confer (see...)

CR: Cross Reference

LSA: liber studiorum alumnorum

PT: pre-theology

F.D: Frankenburger diaries

1H - Sexta
2H - Quinta
3H - Quanta
4H - Tertia
1C - Secunda
2C - Prima

3C - 1 Phil
4C - 2 Phil
PT - pre-theology
1T - 1T
2T - 2T
3T - 3T
4T - 4T

S/FD: Student/Faculty Directory

MJJ: Monsignor Joseph Jessing (biography)

IJ: Inside Josephinum

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- ~~not here, you can continue with the student slips~~ at other typewriters

and also the filing of the next set of alumni notations can be made: 1) cut the item out - inking out the section of the top and bottom line that doesn't apply.

2) draw out the file slip - make sure it is the right person where duplicate names appear. stamp the front of the slip with the ~~ALUM'D~~ stamp if a new file folder is to be started.

3)check the file folder drawer; if one is already there mount the cut notation on the sheet already there, and stamp below it with the JNL stamp. On the back side of the file slip type ~~xxxxx~~ AF: & CR: and stamp the JNL stamp on it.

if a new file folder is to be started, determine whether it is to be a 1, 2, or 3, type folder and write that number on the cut notation; paste the notation on a new 8½ x 11 sheet and lay it together with file slip aside - we will make the file folder label later and will stamp the slip and sheet at that time.

If material is to be filed can be considered DF if husband and wife both can be different classes file it under DF with all possible cross references in the General File (slips). Otherwise file under AF in dated order within that folder or on the A.F. sheet

Filing Procedures

3 files: a General file (slips)
b Alphabetical file (in manila folders, "AF"
c Dated file some folders alumni generally 8½ x 11 sheet "DF"

In general all names, places, things, etc., are to be noted in the general file on slips with reference thereto where material is filed in AF or in DF. Exhaustive Cross-referencing should be used to assure accuracy of file & items thereafter any possible reference

under the name listed regardless of DF or AF

Items filed in AF need not be "outlined" on file slip under "AF" notation on above slip, plus an "ENTER" stamp at top of slip to indicate that a folder has already been started under that alphabetical word or title. It is always advisable, however, to file items by established dates in the DF if at all possible. This slip in DF will read like an ongoing history. Notations in said DF filing should likewise be set forth on the general file slip for such item

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Order of Arrangement of Headings and Titles

Rule:

Unless specific direction is given, the following must be observed:

Titles will be placed in the following order, beginning at the left hand margin:

1. Name of Court
2. Name of Judge
3. Number and Class of Case
4. Names of Parties
5. Nature of Case
6. Name of Pleading

Examples:

In the Circuit Court of Cook County, Illinois

In the Circuit Court of Cook County, Illinois
County Department, Chancery Division

In the Circuit Court of Cook County, Illinois
County Department, Chancery Division
Hon. John Doe, Judge

In the Circuit Court of Cook County, Illinois
County Department, Chancery Division
Hon. John Doe, Judge
No. 65 C 1234

In the Circuit Court of Cook County, Illinois
County Department, Chancery Division
Hon. John Doe, Judge
No. 65 C 1234
Richard Roe, Plaintiff,

In the Circuit Court of Cook County, Illinois
County Department, Chancery Division
Hon. John Doe, Judge
No. 65 C 1234
Richard Roe, Plaintiff,
vs.

In the Circuit Court of Cook County, Illinois
County Department, Chancery Division
Hon. John Doe, Judge
No. 65 C 1234
Richard Roe, Plaintiff,
vs.
Jane Doe, Defendant,

In the Circuit Court of Cook County, Illinois
County Department, Chancery Division
Hon. John Doe, Judge
No. 65 C 1234
Richard Roe, Plaintiff,
vs.
Jane Doe, Defendant,
Complaint for Divorce

In the Circuit Court of Cook County, Illinois
County Department, Chancery Division
Hon. John Doe, Judge
No. 65 C 1234
Richard Roe, Plaintiff,
vs.
Jane Doe, Defendant,
Complaint for Divorce

It may be necessary to set forth certain matters in the caption of the pleading, such as the name of the attorney filing the pleading, the address of the attorney, the name of the party on whose behalf the pleading is filed, etc. Such matters should be placed in the caption in the order in which they appear in the following example:

In the Circuit Court of Cook County, Illinois
County Department, Chancery Division
Hon. John Doe, Judge
No. 65 C 1234
Richard Roe, Plaintiff,
vs.
Jane Doe, Defendant,
Complaint for Divorce

Attorney for Plaintiff
Address
City, State and Zip Code
Telephone Number

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STUDENT DIARISTS

The following are suggestions for those who will keep the school diaries.

If needed, paper and supplies can be obtained from the Archives dept. The diary may be written in long-hand, but it may be preferred to maintain a more permanent record, in which case it might be better to type on paper for the three-ringed binder, with carbon copies being made for the archives. The permanent record could become part of the regular files of the student council or senate records. A binder will be supplied if this latter procedure is followed. Perhaps diarists could become annual appointees of the Theology Senate and Student Council.

WHAT TO REPORT: Events, i.e., anything that makes for history of the school and which will prove interesting to read in the years to come. For example, one might report anything that is a change from the normal schedule. explain completely, and don't take anything for granted. Even if it seems evident to you, put yourself in the place of a person reading your work twenty years from now. Also be aware of the fact that items that seem to be very commonplace today can prove to be very interesting in the years to come, also that most everyone likes to see his name in print. Begin each entry with the day of the week and it's date; e.g., Wednesday, September 2, 1987. Mention such items as special events, visitors, plays, movies, sporting events with scores and correct opponents' names and places, the comings and and goings of students, with exact dates and listing causes of withdrawals, serious sickness cases and hospitalizations, temporary departures from the seminary, special events in connection with faculty or other professors, retreats, days of recollection, unusual weather events and effects on the local scene (do not report usualweather conditions and normal changes). Report city, state, or national news only in so far as they have an effect on the PCC. Mention building problems, water leaks or floods, repairs, heating, food, refectory, special meals, celebrations, special liturgies, ordinations, who?, etc. Do make an effort to collect expired bulletin boardmaterials, announcements, schedules, etc., in which cases be sure that dates of the events are clearly indicated, not just the day of the week, nor "today," "tomorrow," etc. Also collect such items as play programs, folders from special services where events and participants are mentioned (not simply printed hymns), lectures, art, presentations, guests speakers, retreat masters, etc. In the latter cases, make a SPECIAL EFFORT to get completenames and correct spelling of same, with proper titles, occupations, and background, even to the point of interview the individual directly for the info if necessary. In reporting on students, use regularfull namesfollowed by class designation in parentheses, e.g., John Smith (3C); do NOT use nicknames except that these may follow the regular 1st name in parentheses, e.g., John (Shorty) Smith (3C). The class designations are as follows: 1C, 2C, 3C, 4C, PT, 1T, 2T, 3T, 4T. (PT = pre-theology). Make a special attempt to be clear on the distinction between college and theology. It may seem clear to you, but others may not be able to tell the difference; for example: College Academic Committee, Theology Senate, College Chapel, Theology Chapel, Main Chapel. Pictures might be collected if available, but again with complete and adequate identification always. WRITE IN THE PAST TENSE, after the fact (as if the report were written at the last moment of the day (even if written beforehand or on the day following). Two persons working together, comparing notes, with one doing the writing, will make the dairy more comprehensive.

A FEW DON'TS: Don't pass judgment - don't give your opinion on how good, how interesting, how bad, etc., the event was; i.e., don't evaluate. Our motto is:(taken from Jack Webb's DRAGNET):"JUST THE FACTS, MAM,-JUST THE FACTS." Do not report usual weather conditions; do not report regular and usual, scheduled events, such as regular classes, masses, main celebrants, etc.

Completed reports should be turned over to archives personnel monthly.

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JESSING, (RT.REV.MSGR.) (John) JOSEPH founder of Josephinum
b: 11-17-1836 ord: 7- -1870
d: 11-2-1899
AF: under Josephinum -descriptive newspaper articles: 12-22-75
summary of life and work: 10-10-65 program
CR: Jessing statue & DF:11-16-36(2,3)dedication/same 11/17.
AF: memorial card of 100th anniversary of ordination
[illegible] in Jols. Monthly art. of March '80 pp 77. Life: pp 79 ff 'E'
AF:(C) CT summary biography by Rev. John P. Kleinz
AF:under Bremen; Albert H. letter from Jessing re health 1-2-1.
AF: death card
AF( ): Muenster Morial plaque
DF:4-24-1898:Confirmation sponsor for 22 PCJ students @ 6 orphan
DF:11-16-36(2,3):program,centennial observance @ PCJ of birth
" " " " " " :pic.,pic of birthplace, pic of statue
DF:11-10-84(3):brief resume, Founder's Day
AF:under SACRED HEART CHURCH, POMEROY, OHIO 19"6 parish booklet.
with summary of Jessing history in parish on pg. 11, 12
DF:3/1/35(2):announcing committee to plan program observing
centennary of Jessing's birth. CR:DF:11,16,17/36(2,ff)
DF:10-16-1895(2): Participates in Jessing 25th Ann. (program)
AF(B):under WEBSTER, RONALD F.:poem:TO FATHER JOSEPH JESSING
Regensburger MARIEN-KALENDER 1901 columns 196/7 (erman OBITUAR
AF(A)under SATOLLI,(Cardinal) FRANCESCO: group PIC

DF:11-20-71(4):JOS reprint of poem by Fr.Kleinz re Jess.Statue.
DF:11-2-71(2):JOS re 1936 removal of remains from Calvary to PCJ
DF:11-2-71(3):Hofer homily 11/10 comments on his theol.notes
AFunder DIOCESAN SEMINARY IN THE UNITED STATE, THE, excerpt from
'Univ.of Notre Dame stdy by Joseph M. White.
DF:c.3-28-1884(a):attends funeral of Rev. H.Ahrens @ Holy Cross
DF:10-16-1893(2,3):German/English programs/Silver Jubilee
JC:1888-1899 incl.:Faculty listings (did not teach 1895 on except
conducted classes for summer probationary classes 1897-1899.)

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DF: 4-23-08(1)

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Mar. 15, 1906

The Pontifical College Josephinum.

Columbus, Ohio, die 15 Martii 1906

Testimonium

Die 13a Julii A.D. 1893 Rev. Joseph Feeling legitimavit Leonem Augustum Antonium, filium legitimum Antonii Feeling et Magdalenae Keller natum die 8a Julii 1893. Patrini fuerunt: Ferdinandus Bunte junior et uxor.

Summa in fidem

J. Santgerardi
Rector

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Chronological Table

Nov. 17, 1836	John Joseph Jessing born in Muenster, Germany.
Apr. 24, 1850	Received First Holy Communion.
Oct. 1, 1855 to Sept. 8, 1860	Served in the Westphalian Artillery.
Sept. 27, 1860	Journeyed to Prague to enlist in the Papal Army.
Feb. 29, 1864 to Sept. 30, 1866	Served in the Seventh Westphalian Artillery.
May 19, 1867	Emigrated to the United States.
Sept. 1, 1868	Entered Mount St. Mary's Seminary, Cincinnati, Ohio.
July 19, 1870	Ordained Priest in Columbus, Ohio.
Aug. 3, 1870	Arrived as Pastor in Pomeroy, Ohio.
May 2, 1873	Published the first issue of *Ohio Wahrheitsfreund*.
May 2, 1875	St. Joseph's Orphanage, Pomeroy, Ohio, dedicated.
Aug. 23, 1877	Transferred the orphanage to Columbus, Ohio.
Sept. 1, 1888	The first class of ecclesiastical students enrolled.
Dec. 12, 1892	The Josephinum raised to the rank of a Pontifical Institution.
June 3, 1896	Father Jessing appointed a Domestic Prelate to His Holiness, Leo XIII.
Nov. 2, 1899	Death of Monsignor Jessing.

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MINISTER'S LICENSE.

THE STATE OF OHIO, PROBATE COURT,

Meigs County, ss. August 12th A. D. 1870

Be it Remembered, That on this 12th day of August, A. D. 1870, of a Court of Probate, holden at Pomeroy in said County, it having been made to appear to the satisfaction of said Court that the Rev. Joseph Yeasing is a **Minister of the Gospel** of the Catholic Church, in regular standing, officiating in this County: it is therefore considered by the Court that a LICENSE be granted to the said Joseph Yeasing, who is hereby authorized and empowered to Solemnize Marriages within this State, according to the Statute in such cases made and provided, so long as he shall continue to be a REGULAR MINISTER OF THE GOSPEL of said Church.

In Testimony Whereof, I, P. B. Stanbery, Judge of said Court, have hereunto set my hand and affixed the Seal of said Court, at Pomeroy this 12th day of August A. D. 1870.

P. B. Stanbery Judge.

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Springfield, O.

(60)

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56

57

Virginia Pfeiffer PARIS PANEL

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Dear Mr. Jessing,

Your letter of July 12 addressed to Joseph Jessing has been received at the Josephinum, and I wish to offer you an initial response.

Joseph Jessing retired from the Josephinum some years ago when his health demanded it and has since died. He was a very faithful and hard working member of the Josephinum over many decades. I remember well working with him as a student and later as a member of the faculty. He kept alive and present to us the spirit of Msgr. Joseph Jessing.

Thank you very much for your offer to provide us with the manuscripts of our founder. You will be receiving a letter from Msgr. George Undreiner, a professor of history in this institution, who will be very grateful to receive these documents.

Again, our thanks for your letter and for keeping us in touch with the Jessing family.

Sincerely yours in Christ,

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APPENDIX B

FIELD NOTES

3 May 1997 (Saturday)

I had first met with Monsignor Gerald F. Durst on May 3, 1997, 9:40-11:10 am, to speak with him about the archives of the Pontifical College Josephinum and using those materials for my research paper. Monsignor Durst was very cordial to me, and even encouraged me that, perhaps after receiving my MLS degree, I return to the Josephinum as the official archivist.

Monsignor Durst spoke with me about the archives and the arrangement of the materials/records. The primary file is the general card file (2 drawers/2 rows wide); this works mainly as an index. The dated file (1 file cabinet + other drawers) provides a historical overview of what had happened at the Josephinum; some of the files are by year, until the mid-1970s when files are labeled by month. The alphabetical file (12 file drawers) provides information about those persons who have been associated with the Josephinum (whether it be as faculty, student, or director of plays), and those events and items associated with the Josephinum.

The archives of the Josephinum are not centrally located. The archives room is located in the basement of the administration building. Just down the hall is another room where the blueprints are located, along with other artifacts that I would not consider to be archive material. The blueprints are in disarray and need of preservation methods. On the third floor of the Pope John Paul II Education Center, various materials and records are stored.

Monsignor only showed me the two rooms in the basement of the administration building. The immediate thing that I noticed as we walked into those two rooms was the lack of attention to climate control. I also noticed that some of the materials, like photographs, were taped to papers that were inserted into non-acid-free folders, and that some photographs were stacked and held together with rubber bands.

2 January 1998 (Friday)

Today I learned of Monsignor Durst's death on December 26, 1997. I was greatly saddened. I knew that he was not in the best physical health, but had hoped that he would be able to see this project to the end. May he who labored so much for the Lord and the Kingdom rest in His peace.

20 January 1998 (Tuesday)

At 8:30 pm, Peter Veracka, Director of the Library at the Pontifical College Josephinum, called me and spoke with me about the Josephinum's administration wanting to evaluate/assess the archives. I suggested that the Josephinum should have a professional archivist assess/survey/offer recommendations for the Josephinum's archives. I told him that I would be more than happy to contact Dr. Raimund Goerler who taught the archives course that I had taken in the summer of 1993. Dr. Goerler is the archivist for the Ohio State University, Columbus, Ohio.

I immediately called and spoke with Dr. Goerler. He remembered me. I told him of the Josephinum and the administration's intention to have the archives evaluated. I answered some of his questions pertaining to the Josephinum. I told him that it would probably take 3 visits to the Josephinum...to tour the entire institution and speak with the necessary persons involved, to get a general idea of the archives, and to inventory the specific materials in the archives. He agreed to talk with Peter and Mr. Patrick O'Reilly, Treasurer, about specifics.

I called Peter Veracka and relayed Dr. Goerler's message to have Peter call him at work in the next day or two. Peter was very appreciative of my efforts and accomplishments.

26 January 1998 (Monday)

Peter Veracka informed me that Dr. Goerler would be making a preliminary visit to the Josephinum on Wednesday morning, January 28.

4 February 1998 (Wednesday)

I called Peter Veracka and he told me that Dr. Goerler's next visit would be to evaluate the archives. This visit would be taking place on Friday afternoon, February 6. Peter told me that he did not think that there would be any problem with my coming out for part of that visit.

6 February 1998 (Friday)

Peter Veracka left a message on my voice mail at work that he did not have an opportunity to speak with Mr. O'Reilly to get permission for me to come to the Josephinum for Dr. Goerler's visit. So I did not go.

9 February 1998 (Monday)

Listening to my voice mail at work, Peter left a later message on Friday that he did get Mr. O'Reilly's permission that afternoon. Too late.

16 February 1998 (Monday)

I spent the day at the Josephinum. This morning I worked in the library, doing some reading. Peter Veracka came to the table where I was situated and began to talk with me about the paper...its topic, purpose, and recommendations. He asked if I would like to meet with Mr. O'Reilly and receive an official OK to continue with this project. I was not sure at this particular point if I would be permitted, since the death of Monsignor Durst ended my immediate access to the archives. Peter called Mr. O'Reilly; and we went to the Treasurer's office for a brief meeting. Mr. O'Reilly was very welcoming to us and encouraging about my project. I told him of the purpose of the project and he thought that it would be beneficial to the Josephinum. Mr. O'Reilly made it clear that none of the materials from the archives were to be removed, and that, if I would want to utilize the materials in the vault, I should plan on visiting during the business day when the vault would be open. Before parting, I asked him if he would grant me access to Dr. Goerler's official evaluation/documentation. Mr. O'Reilly asked me why I would want to use Goerler's document; and I told him that it would give credibility to my paper/project so far as the professional evaluation is concerned. He said that he would have no immediate reservations, unless there were parts that he did not want me to see, or unless Dr. Goerler would have reservations.

10 March 1998 (Tuesday)

I went to the Josephinum this evening to meet with Father Leo Stelten. Visiting for the next six weeks, former Latin professor Father Stelten has been assigned to assist me and be with me when I visit the Josephinum for the purpose of using the archives. It was good to see Father Stelten again. We reminisced briefly and then got down to the purpose of the meeting. Peter Veracka was also present for this meeting with Father Stelten in the latter's room in the college building. We talked about my project and what I was hoping to accomplish. I also saw the physical hard copy of Dr. Goerler's report. It looked rather thick, though I did not get to read a word of it. Peter and Father Stelten

discussed some things that were mentioned in the document, like the recommendations of Dr. Goerler. We also talked about the Durst family donating a large sum of money to the Josephinum to see that the archives work continue. We set tentative dates for my visits to the archives. We parted on a friendly note.

Peter and I returned to the library where we did some computer searches regarding literature on archives and seminaries. It did not produce much. Our thought is that there is not much out there. What we did retrieve, and was available there, I did look at and read...some ideas, but not much.

14 March 1998 (Saturday)

This morning at 9:30 I met with Father Stelten at his room, and we walked over to the "archives." We started talking about the workings of the archives. This was the first time I had been in the room since last May. At the direction of Mr. O'Reilly, Father Stelten had cleared off the work table; though I do not know that was the best thing to do, since Dr. Goerler would have referred to the materials on that table in his report. What's done is done. The items were removed to the tops of file cabinets.

Shortly after our arrival in the room, Peter Veracka came over and gave me a copy of Dr. Goerler's report!!! I quickly went to his survey of the archives room and the files. Regarding the alphabetical file, he stated that the files contained 95%+ biographical about faculty and former students. Father Stelten begged to differ, and said that the alphabetical file contained information about "everyone and everything anyone would want to keep track of." I asked him to check the general file for Ed Vaughn. There was a card for him...he was neither a student nor faculty member, but the director of Man of La Mancha for the Josephinum Dramatics Organization in March 1982. So the files contain information and references to persons and things and events associated with the Josephinum in any way.

Peter, Father Stelten and I had a conversation about the archives...and Peter was being the devil's advocate: "What purpose is the archives going to serve when the Josephinum is no more?" Father Stelten said that years ago there was a meeting in which administrators were talking about getting rid of the Josephinum's pontifical status. I had heard something about that having been a topic before I had arrived at the Josephinum in August 1981 as a theology student for the Altoona-Johnstown diocese. And after discussing the purpose of the archives since the Josephinum would remain pontifical, Peter and Father Stelten started talking about the weekly publication providing a translation from the Ohio Waisenfreund of Monsignor Joseph Jessing's (founder of the Josephinum) thoughts about the pontifical status and the importance of its presence in the Roman Catholic Church in the United States. I asked Peter if I could obtain a copy of the translation because it would fit in with the introduction to my paper. Peter said that he would try to find his copies. Peter then left us to our work.

Father Stelten told me that Monsignor Durst saw his job as "archivist" to do the research and have it ready for future reference. Generally, the archivist makes the records and information available, and does not do the research. It is up to the researcher to draw his/her own conclusions.

Father Stelten showed me how Durst's work "paid off" earlier in the week. A relative of Father Leo Francis Miller (a former student [1Sept1899] and professor) stopped at the Josephinum to find out what he could about Father Miller. When Father

Stelten checked the general file, it indicated that there was a folder in the alphabetical file...a large folder. The relative was ecstatic! And he was able to positively identify a person in a photograph contained in the file, correcting Monsignor Durst's "?" after the latter's guess identification.

Father Stelten then suggested that we look for my card to see if a folder had been entered in the alphabetical file...sure enough. Opening my folder, I saw a news release about the "Ave Maria" that Michael Pavone and I had collaborated on being premiered at Saint Agatha's Church on Mother's Day, 1983; there was a photograph of Meghan (4 year old daughter at the time) and me taken by Monsignor DeRuntz when we visited with him in the development office the summer of 1992; there was even a note entered about Father Cooney contacting Monsignor Durst about the possibility of my using the archives for my paper in April 1997.

Father Stelten and I had gotten side-tracked from the 95%+ biographical issue. So I thought of the old water tower. We found a card for the water tower in the general file. It directed us to the alphabetical file "water tower". There were photographs of the tower, administrators and faculty videotaping the felling of the tower; "water tank" in the general file directed us to the dated file [28Aug1984]. Then we decided to simply look in the alphabetical file under "Josephinum". Each of the following has its own folder under "Josephinum": Airstrip, Alumni Association, Band, Buildings, Cemetery, Choir, Church Furniture Company, Conference Center, Cookbook, Descriptive Newspaper Articles (not sure what to file under), Dramatics Organization, Escutcheon, Glee Club, History, Journal of Theology, Map of Grounds, Old Josephinum, Orchestra, Sports, Weekly, JOSS Newsletter. These folders alone take up nearly 3/4 of a file drawer. On one of my subsequent visits, I am going to actually tally the biographical folders and non-biographical folders. My guess is that it is probably closer to 70% to 30%.

Father Stelten had said that Monsignor Durst had typed up some directions for the archives and the system he had established. We hunted for them and finally found them in the desk drawer near the file cabinets. I asked Father Stelten to photocopy them for me. There are 2 typed, single spaced pages entitled ARCHIVES PROCEDURES; one typed card with script about directions concerning specific enterings; one handwritten card concerning "Filing Procedures" with further notation on the verso; typed list of ABBREVIATIONS USED IN ARCHIVE FILES; another typed page concerning STUDENT DIARISTS who would document various events in objective fashion; and Durst's own entry telling of the origin of the "Friends of the Josephinum" found within that folder.

I left Father Stelten around noon and went to the library to visit with Peter Veracka and have lunch with him in the refectory. After lunch, I went back to the library to read the photocopied materials.

20 March 1998 (Friday)

At 9:30 AM, I met Father Stelten at his room in the college. We talked a little more about the commitment of the Josephinum to maintain the archives. We talked more about the Durst family and their wish that their brother's work be continued. I spoke more about the possible things that could be done regarding monies (grant proposals) and preservation of information (scanning/digital records). He thought that these were great ideas, except that many of the cards in the general file were handwritten

and he thinks that the information of the cards should be typed into a computer. I concurred. We then discussed the schedule for the day. We decided to go to the archives room first (10:00 AM); he was going to be concelebrating at noon Mass in the college; we would then spend some time in the vault during the afternoon hours after his other appointment.

When we arrived in the archives, I asked Father Stelten how the archives had gotten started. The door of the archives room is officially labeled "Guest Recreation Room", and more locally known as the "Stamp Room". Although it was called the guest recreation room, it was not equipped with any recreation furniture; it was simply a room where any guests visiting the Josephinum were permitted to socialize with the seminarians and faculty. **(Interview with Msgr Kleinschmidt, 13 April 1998, Monday)** Father Stelten looked in the general file under "stamp room" and found a reference to an article in the **Josephinum News Letter, vol 7, #2 (Winter 1983 p. 4)** which stated that the stamp room started in the early 1950s to help the missions. Many parishes and church-related organizations donated cancelled stamps on a regular basis. Father Durst welcomed the volunteer help of the students.

Father Stelten further stated that Monsignor Durst had received correspondence starting in September 1980 concerning former Josephinum students; and Durst viewed this work as a service to the Josephinum and its family and friends. The correspondence was addressed to the "archivist"--and if persons started corresponding with the "archivist," then it is certainly worthy to establish the position as it was now seen as necessary. Durst had been saving things over the years; in the 1970s he began to organize them in file folders. This is evidenced in the dated file when Durst began to provide a folder for each month starting in September 1976.

Monsignor Durst KNEW the Josephinum as well as his own mother....the Josephinum was his *alma mater* since 1932 when he first arrived at the age of thirteen. The only extended period away from the Josephinum was 1946–48 while attending Marquette for his masters degree. Father Stelten said that Monsignor Durst spent more time in the hospital in his last years than on vacation! Upon inquiry, Father Stelten told me that he had started helping Monsignor Durst in the mid-1980s after Stelten had completed his duties as Athletic Director for the college.

Father Stelten and I parted around 11:50; he went to Mass and I went to the library. Peter Veracka said that he could not go to lunch because he had to stay at the circulation desk. I went to lunch and returned to the library around 12:20. I asked Peter if I could look at his copies of the **J'Osservatore Romano** to find the thoughts of Monsignor Jessing about the pontifical status of the Josephinum, translated by Robert A. Gonzales from the **Ohio Waisenfreund**. I located the two issues, photocopied them and read them with awe...that I was reading the thoughts (translated) of the founder of my *alma mater*. It was the first time that I had ever read any of his thoughts, though I had heard and learned much about him through listening to speeches on various occasions while a seminarian. One thing that I recall is the intensity of the advent of the centenary celebration for 1988. It truly was at fever pitch. I asked Peter if we could look at the issues of the **Ohio Waisenfreund** from which the translation was made. He took me into the Special Collections room in the library, and we opened the large volume. There was a metal engraving of the land of the Josephinum on Main Street. I asked Peter if I could

photocopy it, while he waited in the Special Collections room. We returned it to its proper place and reshelved it.

Before Father Stelten and I had parted, we had agreed that he should stop at the vault upon his return to the Josephinum around 1:30 to see if I was there, and if I was not, then I could be found in the library. I went to the Treasurer's office around 1:00. I saw Mr. O'Reilly and conveyed my sympathies to him over the recent death of his father. I then reminded him that he had told me that I could have access to the vault during business hours, and that today was the only day that I had available. I asked him if he would want me to have Father Stelten with me even in the vault. He said that would be best...for my sake...should anything come up missing, then I would not be at all suspect. His turf...his rules. So I went back to the library and waited for Father Stelten to return around 1:40.

We went to the vault...and I knew exactly what I wanted to look at after having read Dr. Goerler's report. I wanted to go to the bookcase opposite the entrance to the vault. There I found a box labeled "Jessing Papers" underneath a large book, the Board Minutes of the Pontifical College Josephinum of the Sacred Congregation for the Propagation of the Faith with entries dated June 5, 1894 through June 4, 1963 (November 11, 1964 was blank).

Father Stelten and I spent more than two hours just looking at these two items. We found two tablets of class notes written by J. Joseph Jessing while a seminarian at Mount Saint Mary's in Norwood, Ohio, in 1868. One tablet were notes for Sacred Theology class, the other for Dogma. In a file folder, Father Stelten found the Minister's License conferred on Father Jessing from the State of Ohio to perform wedding ceremonies. Several photographs of Jessing were also in the folder, along with other materials. I asked Father Stelten to photocopy the license (a rather unique item that would be a nice addition to the appendix) and a cabinet photo (this has some damage to it because of the lack of care provided--should be in a clear sleeve). Within a tied extending file, I located the Last Will and Testament of Monsignor Jessing in an unmarked clasp envelope with other papers. It is written with violet colored ink on 4 folded sides of a sheet of paper measuring approximately 22" x 14"...brittle paper, with a small hole at one of the lower folds. This should be encapsulated to conserve this unique piece of Josephinum history. I did not try to read the entire item because of its condition. I hope that the Last Will and Testament are a part of the biography that was published in 1936, as I would like to obtain a photocopy of these ideas of Monsignor Jessing, wondering what it might say about the Josephinum and his intention for the future.

Oddly enough, in this box of "Jessing Papers" there are notes and correspondence to Father Leo F. Miller regarding the ancestry of Jessing. The correspondence is dated 1935, and I expect that this was information desired/needed for the forthcoming book about Monsignor Jessing by Miller, Plumpe, Hofer and Undreiner--1936. Some of the notation is in stenographic Schrift. On a subsequent visit it is one of my goals to photocopy a sample of this unique shorthand, called *systema Gabelsbergerianum*.

One of the last items that I observed before putting materials back in to the box to return to the shelf in the vault was a copy of the **Columbus Dispatch**, Friday, November 3, 1899. On page 5 (a,b,c) there was an editorial about Monsignor J. Joseph Jessing. The

condition of this paper is poor, but still legible. I intend to contact the Columbus Dispatch to ask if I may search their records that I might obtain a copy of that editorial.

I returned the items to the shelf and spoke briefly with Mrs. Sue White, secretary of the Treasurer. It was a very good day, and I thanked Father Stelten and Mr. O'Reilly before leaving at 4:30.

28 March 1998 (Saturday)

Father Stelten was to be gone for the weekend, so I made arrangements to meet with Peter to gain access to the archives. Peter met me at the library around 9:45 AM. We went to the archives room, and I gave a copy of this journal log to Peter to read and offer any corrections to the text as he saw fit. He had a few, and they have been made.

While he was doing that, I went to the alphabetical file cabinet to determine the actual percentage of what was biographical and non-biographical. It was a tedious procedure, but I wanted to figure it out to see if Dr. Goerler was correct.

The procedure consisted in several steps. First there was the counting of the file folders. I chose to do this for numerical accuracy. To tabulate the count of these folders, I divided a piece of paper into 3 uneven columns. The first column contained the letters of the alphabet associated with each of the twelve drawers. The second and third columns were for recording the number of folders that contained biographical and non-biographical materials respectively within each drawer. I counted the number of folders until I reached the other genre, at which time I would put the number in the appropriate column. I counted the folders and recorded the number of folders in each drawer throughout the procedure. I did this so that I could return to the drawers later on and accurately point to where there is the break between a set of biographical folders or non-biographical folders. Another step in this tallying was to put a slash mark in both columns to show where one letter of the alphabet ended and the next began. This would enable me to provide data concerning each letter of the alphabet...how many file folders there were. Another step which I decided to include was listing some of the more prominent non-biographical folders by name. This I did so that I would have a clearer picture of WHAT was there. I did not write ALL of the folder names because it would have been too time-consuming. The final step was the computation. This step was simple addition and division.

Recalling Father Stelten's differing with Dr. Goerler and the 95%- figure for the biographical files, I computed the data. The resulting figures were astounding. There are 3,768 biographical folders and 227 non-biographical folders. 6.02441% are non-biographical; 93.97559% are biographical. (I just did what I did not intend to do a long time ago, that is, quantitative research. Dr. Kim had said that the best papers are a combination of qualitative and quantitative research.)

Further observations while doing this procedure range from the folders themselves to the topics or personalities included therein. The condition of the folders are in poor shape. They need to be acid-free folders. It would probably be a more accessible arrangement if the biographical and non-biographical folders were separated from the other. The personalities included in the files range from rectors to custodial staff, from Popes to students, from professors to trustees. A vast majority of these folders have only one page or entry in them. The non-biographical folders, on the other hand, have more materials in them, some as thick as two inches. The topics in these files

include such things as the bowling alley, the Pearly Gates Motel, the Kairos Bookstore, OCLC and the Vatican Postal Administration. I would say that, judging by content between biographical and non-biographical, the ratio is approximately 85 to 15 respectively.

A further observation about the materials or records contained in the folders is the poor treatment that they were given. No attempt was made to abide by archival or preservation principles. First, the archival ideal of provenance being established and maintained...keeping the records in their original form...not cutting them up or out. Secondly, the use of tape and glue and other materials that defy preservation techniques. I had noticed that in one of the folders (Theodore Peters, the first to die from the first ordination class of the Josephinum) the face of the First Mass card was glued to a piece of paper, revealing only the pertinent information in German printed on the back of the card. This card had a lace border, and probably a beautiful picture of the Virgin Mary on the front. One possible way to remove this card with as little damage as possible to the item is using a small hair dryer set on the warm temperature.

All of these computations concerning biographical and non-biographical apply to the alphabetical file; the dated file would possibly be the same story but in a different way!

31 March 1998 (Tuesday)

I arrived at the Josephinum around 6:30 pm and went to the library where I was to meet Father Stelten. I was speaking with Peter Veracka when Father Stelten entered the library at 6:50. He and I walked downstairs to the archives room. I asked him to help me make clarifications in some of my journal entries, which he did to the best of his ability.

Then, in reference to the shorthand, Father Stelten started looking in the general file trying to find a card for Gabelsbergerianum. There was no card. I thought of looking in the catalogues from the turn of the century. Father Stelten went to the book shelves under the window in the southeast corner of the room and gave me Twentieth Catalogue of the Pontifical College Josephinum for the Propagation of the Faith for the Year 1907-08, at Columbus, Ohio, 821 East Main Street. I found the "studiorum" (courses to be studied while at the Josephinum) on page 15. "Stenographia" was offered in the second year of high school. Looking at the second year of high school curriculum, the professor for that course was Edward Dahmus (p. 9); there is a folder for Dahmus in the alphabetical file, and the information regarding this course was that he taught it from 1900-1910. It was no longer offered after 1910. This was verified by looking in the catalogue for 1911-12. We then wondered who had taught it before Dahmus. Father Stelten looked in the sixth catalogue (1893-94), and the course was taught to high school freshmen by Monsignor Jessing. So Edward Dahmus taught the "stenographia" course for ten years immediately after the death of Monsignor Jessing.

Concerning the death of Monsignor Jessing, we wondered if the community had celebrated the anniversary of his death in a special way. For this, we started looking through the folders in the dated file. Nothing was found within the first ten years after his death; and we did not search any further. I remembered how the community would process out to the Jessing statue near the main entrance of the administration building on

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"Founder's Day", November 2, the anniversary of Monsignor Jessing's death, while I attended the Josephinum.

This led to a search for the burial site of Monsignor Jessing. The final resting place is under that statue; but the present Josephinum was not completed until 1932. Father Stelten began looking through the folder "Mount Calvary Cemetery, Josephinum Plot". There were photographs of a marker, but not with specific dates of the birth and death of Monsignor Jessing. It was a general marker for the orphans, along with some seminarians, and ordained and lay faculty who had died and were buried on the plot, and who may have had no immediate family to bury them. According to the Josephinum Alumni Journal (Oct 1923) and examining the photograph, this marker had the following information: Starting at the North part of the marker and written all the way around it are the words "In memory of the faithful helpers and wards of Fr. Joseph Jessing, Founder of the Josephinum"; on the North there are the names of four orphans; on the West are the names of five orphans otherwise connected with the Josephinum; on the East are the names of six faculty; on the South side are the names of five students who died between 1888 and 1909. It made no reference to Monsignor Jessing having been buried there. So where were Monsignor Jessing's remains from 1899-1936? Monsignor Jessing's remains were temporarily posited in the mortuary chapel of the cemetery. The original plans were to provide a crypt beneath the sanctuary of the seminary chapel on East Main Street. Once this crypt would be completed, the remains of the Monsignor Jessing were to find final rest there. (Fick, Monsignor Leonard J., 1888-1988 The Jessing Legacy A Centennial History of the Pontifical College Josephinum Columbus, Ohio, Columbus, Ohio: Kairos Books, 1988, p. 29) However, this never came to fruition, and the remains were transferred to their final resting place in 1936.

As we were "hunting" through the dated files for any indication of the community's celebration of the Monsignor Jessing's death, Father Stelten found an extremely unique item in the folder for 1908. On what appears to be the board of a tablet, with a gilt-leaf border, Pope Saint Pius X has affixed his signature to his handwritten words of Apostolic Blessing to the Pontifical College in Columbus, and dated it 23 April 1908. Taped on the verso of this board is a more legible transcription of the blessing in Latin, and a translation of the blessing in German. This item is protected from the elements by an enclosed, loose-fitting, plastic wrap. On the corner of the document itself, and not on the plastic wrap, there is a white sticker labeled in blue ink: "DF: 4-23-08(1)". This sticker tells the researcher that this item is from the dated file, April 23, 1908, and is the first entry in the folder for that particular year. Father Stelten and I went to the library to photocopy both sides of this document/relic.

While we were in the library, I asked Peter about getting a photocopy of the "stenographia" that I saw among the Jessing Papers in the vault on March 20. He said that there were some textbooks in the Special Collections Room. I photocopied the exterior of the boards, and the first lesson of elementary notation for the Gabelsberger shorthand method. I did this because some of the folders in the alphabetical file have this notation, and it would be interesting to learn. Of course, it would have to be self-taught now!

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I thanked Father Stelten for his time, insights and help, and wished him a blessed retreat which started the following day. I thanked Peter and told him that I would be in touch. I left the library at 10:00 pm.

4 April 1998 (Saturday)

I had called Marge Markowich at the Columbus office on Friday and had a pleasant conversation with her. I asked her to leave a note for the lab monitor to inform her that I would be arriving around 10:20 to use LISA to search for my immediate topic. When I arrived at the lab on Saturday, the assistant was ready to help me get in to LISA, once she called Ed to find out for herself. She also said that I might want to use DIALOG because LISA only went to 1992. I searched on LISA for possible literature to include in my literature review. I really don't think that there was anything that I can use. I searched ARCHIVES AND SEMINARIES (0 hits); ARCHIVES AND SEMINARY (6 hits); ARCHIVAL ISSUES AND SEMINARIES (0 hits); SPECIAL COLLECTIONS AND SEMINARY (2 hits); SPECIAL COLLECTIONS AND SEMINARIES (0 hits); SEMINARIES (4 hits); and SEMINARY (54 hits).

I printed out 2 abstracts from the 6 hits for ARCHIVES AND SEMINARY. I also printed out both abstracts for SPECIAL COLLECTIONS AND SEMINARY. I printed out 1 abstract of the 4 hits for SEMINARIES. I printed out 3 abstracts of 54 hits for SEMINARY.

In using DIALOG, I was at a loss because it had been close to two years since I had taken the class at OCLC with Nancy Lensenmayer. Had I known that I was going to be using DIALOG, I would have checked out my notes and exercises from that course before going. I may still have to do that. But I still made some attempts. I checked into HISTORICAL ABSTRACTS (39) and found 29 hits for SEMINARIES AND ARCHIVES. I don't remember if that was the wording that I should use in my search on DIALOG, but I tried it. I tried to print out the findings, after having to find some of the correct commands in a reference book. However, the HISTORICAL ABSTRACTS file would not print out the abstracts...unless I put in the wrong command.

I also searched LIBRARY LITERATURE (438) on DIALOG and had 0 hits for SEMINARIES(5) AND ARCHIVES(2903).

Perhaps I may have to brush up on DIALOG and return to the lab. I left the lab a little frustrated because I don't know what I accomplished, if anything. Most of the frustration was because of my lack of memory regarding DIALOG.

13 April 1998 (Monday)

I went to the Josephinum today to work on my proposal, especially the literature review. I did not get around to that directly.

At 1:30 I met with Monsignor Anthony Kleinschmidt, former Director of the Library. Peter Veracka had called to his room for me to "break the ice" and ask if he would be willing to meet with me this afternoon. It was great to get re-acquainted. He asked me what specifically was the focus of my paper, after saying that he had been talking with the Rector, Monsignor Olmsted, and Father Stelten, and learned that I was using the archives.

He said that when Monsignor Durst first started the archives, Durst asked him if there were any materials in the library about archives. In finding none, Msgr Kleinschmidt purchased several and made them available to Msgr Durst after first

processing them. He told me that he never saw them again, and that he was not sure if they were in the archives or the library.

I asked him to clarify the notes that I had written regarding the guest recreation room in March 20th's entry, which he did. I then told him about Father Stelten and I looking for and finding no indication or evidence that the community celebrated the anniversary of Monsignor Jessing's death. I told him that we had hunted through the Dated File for the first decade and then came across the Apostolic Blessing of Pope Pius X. Msgr Kleinschmidt said that he remembered seeing that prominently displayed, but could not remember where, and that he never knew what exactly had happened to it. I showed him the photocopy of it in my possession, and asked him if he could / would translate the German transcription on the verso. He said that it was too difficult to read, and that he would work on it this afternoon if I could leave it with him, which I gladly did. I asked if he knew any of the story behind it, to which he gave a negative reply. But he quickly added: "Look in the **Ohio Waisenfreund** for it! It should have something there!"

Msgr Kleinschmidt told me that the earliest recollection he has of any Jessing ceremony being celebrated by the Josephinum community was the 100th anniversary of his birth in 1936. This was marked with the delivery of the larger-than-life statue of Monsignor Jessing in front, facing the administration building, and the transference of his mortal remains from Mt. Calvary Cemetery to the spot under that statue. Tony Kleinschmidt was in 1st or 2nd college at that time!

I asked Msgr Kleinschmidt when he had arrived at the Josephinum. He told me that it was kind of a fluke...that his pastor was good friends with the rector, Monsignor Joseph Och, and had told Kleinschmidt to pack a bag because he was going to the seminary. He arrived in 1931 and was placed in the old Josephinum on East Main Street for a year. Upon asking about the living conditions/quarters, he told me that the building should have been condemned. It was not taken care of since it was decided in 1924 that the Josephinum was going to be built north of Columbus.

I then asked Msgr Kleinschmidt what he knew best about the Josephinum, the library. Msgr Kleinschmidt was the third Director of the Library from 1943-1983, succeeding Monsignor Leo F. Miller. He told me that the former library was built in 1938, that he had helped dig the foundation while still a student. That facility was utilized until 1982, when the library was transported to its new house. I asked him about the rare books and the open-fenced cage on the 2nd floor of the old library. He said that there were two places that the rare books were kept...there, and in a 4-shelf glass door wooden bookcase on the 1st floor. The latter held the books that did not fit in the cage on the 2nd floor. The cage housed such books as the works of Martin Luther (1st editions), the Koberger Bible, and books that were on the Index of Forbidden Books. The Index is no longer in use, since 1968. Monsignor Kleinschmidt also told me that prior to his being the Director of the Library only faculty members could check out books; it was forbidden to the students because most of the collection was not processed. He said that when he had taken over, he recruited the help of twenty theology students to help type the necessary information on the cards and the pockets for the books....first those books which they thought would be on demand; secondly, those books that students would eventually bring to the circulation desk.

I thanked Monsignor for his time and help around 2:30, and asked for his blessing before parting. Part of his blessing was that I would have success with this paper. Please, God!

I immediately went back to the library and asked Peter Veracka to let me see the **Ohio Waisenfreund**. Peter went with me to the shelves in the Special Collections Room, and located the proper volume that would contain April 1908. I took it out of the room to one of the back tables and began perusing it page by page with a magnifying glass. I used the magnifying glass because this publication is printed in old German which is difficult to read, especially when one's knowledge of German is limited...nil! So I looked for the name of Pope Pius X through the April 29 issue...nothing....the May 6 issue had a few mentions of his name. Leafing through the May 13 issue, I found an article about the visit to Pius X and the Apostolic Blessing; it was located on pages 30-31. I was so excited! I made two photocopies of it...and quickly took one to Monsignor Kleinschmidt's room...no answer.....so I left it with Linda VandeWater, the receptionist, who gladly placed it in his mailbox. I brought the other copy home with me.

Peter Veracka loaned me a copy of the biography of Monsignor Jessing by Miller, Plumpe, Hofer and Undreiner. This could come in handy for any filler regarding Monsignor Jessing's life and the Josephinum.

I called Monsignor Kleinschmidt when I arrived home to inform him that I had found the article, and that I had put a copy of it in his mailbox. I thanked him again for his help.

15 April 1998 (Wednesday)

Had a brief conversation with Monsignor Kleinschmidt. He had translated the article from the Ohio Waisenfreund about the Rector's visit to the Holy Father and the Apostolic Blessing in the handwriting of Pope Pius X.

Hand-delivered a copy of my proposal to the lab assistant and asked her to please place it in Ms. Machin's box.

A brief sigh of relief!

5 May 1998 (Tuesday)

At 7:00 pm, I arrived in the archives with Peter Veracka. I had wanted to check the folder of Monsignor Jessing in the Alphabetical File. Peter had other work to do in the library, and so left me on my own in the archives, saying that if there was anything that I wanted to photocopy, I should come to the library and get him to retrieve the file from the archives for that purpose

I took some photographs of the file cabinets from the west and east sides of the room, hoping that there might be a difference because of the lighting. When Peter returned with me to retrieve the folder, I asked him to take a few pictures of me looking at items in the file.

The file is slightly over 1.5 inches thick. It is a regular manila file folder. The contents varied from photographs to articles to programs. Some of the items break **provenance**. There were some items that were very interesting; those that I put in bold type I have photocopied.

1. **program of centennial** November 16 [1936]
2. photos: 6 3/8 x 8 -- pin holes at bottom
   5 1/4 x 7 3/8 (4 1/4 x 5 3/4)

4 1/4 x 6 1/2 -- engraving; pencil note on back states that it may not be Jessing because of Davenport, IA address of studio
6 3/4 x 9 3/4

3. **family tree information** -- diagram with verbal description
4. article "Work of Father Jessing" in pamphlet form
5. mimeograph copy of "sketch of Father Jessing's life"
6. funeral cards of relatives -- taped to paper
7. photographs (5) -- attached to paper; one of them is the photograph from which the previous engraving was made
8. 100th anniversary of Jessing's ordination cards -- attached to paper
9. serial Praeco Latinus vol 5, #12, September 1899 -- article in Latin about Jessing and the work he has done; published in Philadelphia
10. Jessing death photograph and card -- attached to paper
11. **photograph**: 6 3/4 x 10 -- Jessing and Cardinal Satolli, Apostolic Delegate; c. 1894
12. more family tree information
13. **serial** Barquilla del Santa Maria: Bulletin of the Catholic Record Society - Diocese of Columbus -- an article about Jessing and Josephinum written by Monsignor John Kleinz, April 1985
14. **serial** Josephinum Newsletter, vol 8, #2, Fall 1983 -- an article about Jessing and his writings about Martin Luther by Fr. Thomas Thompson, S.M.
15. article by Monsignor John Kleinz about Monsignor Joseph Jessing and his Pontifical College Josephinum (11/7/84)
16. **letter from Monsignor Jessing to Max** (cousin?) -- it is a photocopy of a letter in German which has a typed transcription and translation **stapled** together
17. **Baptism certificate/testament for Leo Jessing by Joseph Jessing** -- this is sealed and signed by the second rector of the Josephinum, Monsignor Soentgerath; and the date of the document is **penned** on two of the corners; breaks **provenance**
18. **notes** for the Memorial Mass of Jessing's birth (11/10/71) by Monsignor Maurice Hofer -- these include notes about the two notebooks of Jessing's in the box labeled "Jessing Papers" in the vault; breaks **provenance**
19. **letter** -- written by Monsignor Frank Mouch, August 6, 1976; breaks **provenance**; contains an interesting statement about being glad to receive original papers of Joseph Jessing, and requesting that they be sent to Monsignor George Undreiner. The letter is typed in German, and a translation was **stapled** to it.

When Peter and I returned to the archives, I asked him to take a couple of photographs of me looking at the Jessing folder. When I replaced the folder in the file drawer, I decided to look in the early files of the Dated File; these folders are in the bottom file drawer -- this is a major potential problem for conservation in case there would be a flood. This would be a possibility as the room is below ground level.

In the folder marked 1892-1893 was the letter from the Sacred Congregation for the Propagation of the Faith granting pontifical status to the Josephinum! I decided to photocopy this letter.

There are some of the most fantastic things in these file drawers --- and I seriously wonder how many, if any, people KNOW what is there!

12 May 1998 (Tuesday)

This evening I went to the Josephinum to read these "field-notes" and mark them according to the tentative outline which I had created on May 7 (Thursday). I did this so that I could start putting observational data to the skeleton, and to see what else needed to be done. It was a successful evening.

14 May 1998 (Thursday)

I did the same procedure with Dr. Goerler's document.

17 May 1998 (Sunday)

On the bus to Cleveland with the Cathedral choir, I finished reading and marking the Goerler document.

20 May 1998 (Wednesday)

Did some reading and marking of articles for "plugging in" to the outline...which is growing! I did this reading in the late afternoon at Karl Road library. I also contacted Peter Veracka to request access to Room 006 in the basement of the Administration Building at the Josephinum. The blueprints of the Josephinum are kept in this room, along with the files of active alumni.

22 May 1998 (Friday)

Peter and I went to Room 006 shortly after closing the library at 4:00. We stayed for approximately 45 minutes. I took a photograph of the blueprints of the Power House electrical layout, and the Rise Diagram. The blueprints are glued to a stiff board and the boards are taped together. The blueprint of the Power House has been physically damaged with holes torn in it. Then I took a picture of the blueprints haphazardly laid on the table, piled on top of one another, some rolled, some flat. I took a picture of the file cabinets of the active alumni on the north wall. I decided to look in my own file, and found some interesting stuff, like correspondence between the rector and my vocation director, and documents from my bishop granting permission to receive minor ministries. I concluded by taking pictures of the glass door bookcase which has several items of interest, such as the rosary given to Rector Blase Cupich from Pope John Paul II when the Josephinum visited the Vatican on the 100th anniversary of being a pontifical college, December 12, 1992...but this should be in the Josephinum "museum"; also the trophy given to Monsignor Durst on the occasion commemorating the Christopher Columbus statue being transferred to the Ohio Statehouse grounds...this too should be in the "museum".

I then went to the conference room near the library to do some further work putting "meat" on the skeletal outline. I left the Josephinum around 7 pm.

11 June 1998 (Thursday)

I realized that there was one thing missing from the information retrieved from the archives. Sue White accompanied me to the archives so that I could count how many cards are in the General File for Jessing. There are twenty, but only one for Monsignor Jessing. I asked Sue to photocopy both sides for me which she graciously did.

12 June 1998 (Friday)

I spoke with Dr. Goerler at OSU today about his estimate concerning 95%+ of the Alphabetical File being biographical. He said that it was an educated guess, and was flattered that he was as precise as he was...off by only 1%!

15 June 1998 (Monday)

I went back to the Treasurer's vault and the "Jessing Papers" box. I read the entire text of the Last Will and Testament of Monsignor Jessing. I came across a rather interesting point when I read about the Josephinum and Jessing giving the address as "Friend Street" instead of Main Street. I contacted the Columbus Metropolitan Library Reference Department to have some information verified. I asked the person who answered the call if Main Street used to be called "Friend Street"; the immediate affirmative answer was based on the fact that this person had gone to "Friend Street School" which was on Main Street, and is no longer around! It was followed by a second call for a documented source. She told me that the Columbus Dispatch offers that information on September 4, 1883. So I wondered if Monsignor Jessing had written this document between 1877 and 1883, or if he always personally referred to it as "Friend Street." In comparing the penmanship of this document and other Jessing penmanship, it was not written by him.

Finished most of the rough draft and submitted it this evening.

17 June 1998 (Wednesday)

Spoke with Peter Veracka today about the Ohio Waisenfreund and the Ohio Historical Society microfilming the entire run. He provided me with some of the documentation regarding this year-long project. I also asked him about a particular entry in the early catalogues of the Josephinum. Jessing provided information on the "vital questions of the day"....Peter said that it probably had to do with local and global church news.

ENDNOTES

1. Rev. Robert A. Gonzales, "Msgr. Jessing on the Pontifical Status of the Josephinum," J'Osservatore Romano: Newsletter of the Pontifical College Josephinum, 2 February 1998, p. 2.

2. Ann Pederson, ed., Keeping Archives (Sydney: Australian Society of Archivists Incorporated, 1987), p. 357.

3. David B. Gracy, II, Archives & Manuscripts: Arrangement and Description (Chicago: Society of American Archivists, 1977), p. 11.

4. Dr. Raimund E. Goerler, "The Archives of the Pontifical College Josephinum: Assessment, Survey, and Recommendations." Columbus, Ohio: n.p., 9 March 1998, p. 2.

5. National Conference of Catholic Bishops, Program of Priestly Formation (Washington, DC: NCCB, November 1992), p. 105.

6. Pederson, p. 357.

7. Ibid., p. 364.

8. Robert C. Bodgan and Sari Knopp Biklen, Qualitative Research for Education: An Introduction to Theory and Methods (Boston: Allyn and Bacon, Inc., 1982), p. 27.

9. Ibid., p. 28.

10. Ibid., p. 30.

11. Goerler, "The Archives of the Pontifical College Josephinum," p. 16.

12. Goerler, "The Archives of the Pontifical College Josephinum," p. 5; and William J. Maher, The Management of College and University Archives (Metuchen, N. J.: The Scarecrow Press, Inc., 1992), pp. 372-73.

13. Elsie Freeman, "Education Programs: Outreach as an Administrative Function," in A Modern Archives Reader: Basic Readings on Archival Theory and Practice, eds. Maygene F. Daniels and Timothy Walch (Washington, D. C.: National Archives and Records Service, 1984), p. 147.

14. Interview with Msgr. Gerald F. Durst, Pontifical College Josephinum, Columbus, Ohio, 3 May 1997.

15. Interview with Rev. Leo Stelten, Pontifical College Josephinum, Columbus, Ohio, 20 March 1998.

16. Ibid.

17. Interview with Msgr. Anthony Kleinschmidt, Pontifical College Josephinum, Columbus, Ohio, 13 April 1998.

18. Interview with Msgr. Gerald Durst, 3 May 1997.

19. Goerler, "The Archives of the Pontifical College Josephinum," p. 17.

20. Ibid., pp. 17-19.

21. Hofer entered the orphanage 9/11/14; entered studies for the priesthood 9/13/17; ordained a priest 5/9/29; Scripture professor on the faculty; died at St. Raphael's Home for the Aged 8/1/85.

22. Goerler, "The Archives of the Pontifical College Josephinum," p. 20.

23. Ibid., pp. 21-23.

24. T. R. Schellenberg, "Archival Principles of Arrangement," in A Modern Archives Reader: Basic Readings on Archival Theory and Practice, eds. Maygene F. Daniels and Timothy Walch (Washington, D. C.: National Archives and Records Service, 1984), p. 160.

25. Interview with Msgr. Gerald Durst, 3 May 1997.

26. Goerler, "The Archives of the Pontifical College Josephinum," p. 16.

27. Minor ministries are conferred on young men contemplating ordination; they include lector, acolyte, and candidacy. A person can be ordained deacon, priest, and bishop.

28. Goerler, "The Archives of the Pontifical College Josephinum," p. 16.

29. Ibid. In an interview with Dr. Goerler at The Ohio State University on June 12, 1998, he told me he had made an "educated guess" about the percentage of biographical vs. non-biographical folders within the "Alphabetical File" by visual inspection, rather than physically counting each one. I think he arrived at his percentage because an overwhelming majority of the biographical folders have only one paper in them; whereas some of the non-biographical folders are at least two inches thick. In actuality, the biographical folders constitute 93.97 percent of the "Alphabetical File," and the non-biographical folders make up 6.02 percent of the "Alphabetical File."

30. DeRuntz was the former Registrar and Director of Alumni Relations during the time that I knew him; he died on May 5, 1997.

31. Goerler, "The Archives of the Pontifical College Josephinum," p. 16.

32. Timothy Walch, Archives & Manuscripts: Security (Chicago: Society of American Archivists, 1977), p. 2.

33. Goerler, "The Archives of the Pontifical College Josephinum," p. 6.

34. Ibid.

35. Ibid., p. 7.

36. Pederson, p. 67.

37. Goerler, "The Archives of the Pontifical College Josephinum," p. 9.

38. Ibid., p. 7.

39. Pederson, pp. 159-60.

40. Goerler, "The Archives of the Pontifical College Josephinum," p. 14.

41. Schellenberg, p. 158.

42. Martha Lund Smalley, "Archives and Manuscript Collections in Theological Libraries," in The American Theological Library Association: Essays in Celebration of the First Fifty Years, p. 123, quoting Julia H. Macleod's "Problems in Manuscript Cataloguing," Summary of Proceedings 10 (1956), pp. 44-45.

43. Goerler, "The Archives of the Pontifical College Josephinum," p. 7.

44. Dr. Raimund E. Goerler, Lecture Notes for "Foundations and Administration of Archives," Kent State University LSCI 60652, Columbus, Ohio, 15 June 1993.

45. Michael Piggott, "Conservation," in Keeping Archives, ed. Ann Pederson (Sydney: Australian Society of Archivists, Incorporated, 1987), p. 219.

46. Ibid.

47. Maher, p. 117.

48. Goerler, Lecture Notes, 15 June 1993.

49. Pederson, p. 44.

50. Maher, p. 117.

51. Ibid.

52. James M. O'Toole, Understanding Archives and Manuscripts (Chicago: Society of American Archivists, 1990), p. 52.

53. Goerler, "The Archives of the Pontifical College Josephinum," p. 8.

54. Pederson, pp. 234-35.

55. Goerler, "The Archives of the Pontifical College Josephinum," p. 8.

56. George M. Cunha and Dorothy G. Cunha, Library and Archives Conservation: 1980s and Beyond, 2 vols. (Metuchen, N. J.: The Scarecrow Press, Inc., 1983), 1:99. Appendix J on page 179 in this work provides a formula to help remove scotch tape from those materials which are not expendable.

57. Goerler, "The Archives of the Pontifical College Josephinum, " p. 8.

58. Walch, p. 14.

59. Ibid.

60. Ibid., p. 16.

61. The Biographical Cyclopedia and Portrait Gallery with an Historical Sketch of the State of Ohio, 6 vols. (1895), 6:1542.

62. Leo F. Miller et al., Monsignor Joseph Jessing: Founder of the Pontifical College Josephinum (Columbus, Ohio: Carroll Press, Inc., 1936), p. 7.

63. Biographical Cyclopedia, 6:1543. On page 8 of the 1998 Directory of the Diocese of Columbus published by The Catholic Times, it provides the following information about Bishop Rosecrans: consecrated auxiliary bishop of Cincinnati on March 25, 1862; appointed the first bishop of Columbus on March 3, 1868; died October 21, 1878.

64. Biographical Cyclopedia, 6:1543.

65. Ibid.

66. Martha Lund Smalley, "Archives and Manuscript Collections in Theological Libraries," in The American Theological Library Association: Essays in Celebration of the First Fifty Years, p. 125, quoting Lester J. Cappon's "Archival Good Works for Theologians," Summary of Proceedings 12 (1958), p. 83.

67. Pontifical College Josephinum, Eighth Catalogue of the Pontifical Collegium Josephinum of the Holy Congregation of the Propaganda, for the Year 1895-96, at Columbus, Ohio, 821 East Main Street, p. 5.

68. Ibid.

69. Pontifical College Josephinum, "Board Minutes of the Pontifical College Josephinum of the Sacred Congregation for the Propagation of the Faith" (Columbus, Ohio, 1894-1964), pp. 12-14.

70. Ibid., p. 16.

71. Pontifical College Josephinum, Twentieth Catalogue of the Pontifical College Josephinum for the Propagation of the Faith for the Year 1907-08, at Columbus, Ohio, 821 East Main Street, p. 9. There is a folder for Dahmus in the "Alphabetical File," and the information regarding this course was that he taught it from 1900-1910. It was no longer offered after 1910. This was verified by looking in the catalogue for the year 1911-12.

72. Pontifical College Josephinum, Second Catalogue of Rev. Father Jessing's Collegium Josephinum for the Year 1889-1890, at St. Joseph's Orphans' Home, 821 East Main Street, Columbus, Ohio, p. 4.

73. Pontifical College Josephinum, Seventh Catalogue of the Pontifical Collegium Josephinum of the Holy Congregation of the Propaganda, for the Year 1894-1895, at Columbus, Ohio, 821 East Main Street, p. 61.

74. Interview with Peter Veracka, Pontifical College Josephinum, Columbus, Ohio, 17 June 1998.

75. Alfred E. Lee, History of the City of Columbus, Capital of Ohio, 2 vols. (1892), 2:829.

76. Biographical Cyclopedia, p. 1543; and Miller, p. 144.

77. Msgr. John P. Kleinz, "Monsignor Joseph Jessing and His Pontifical College Josephinum," Barquilla del Santa Maria: Bulletin of the Catholic Record Society-Diocese of Columbus, April 1985, pp. 28-29.

78. Lee, 2:829.

79. Interview with Msgr. Anthony Kleinschmidt, 15 April 1998.

80. Gonzales, p. 2.

81. Interview with Peter Veracka, 17 June 1998.

82. Pederson, p. 235.

83. There is a rather odd thing within Jessing's last will and testament. It states that the address of the orphan asylum in Columbus was "Friend Street," and not "Main Street." According to the Columbus Dispatch, September 4, 1883, page 4, Friend Street was to be known as Main Street from that day onward.

84. The Diocese of Columbus had no bishop upon the death of Monsignor Jessing, November 2, 1899. The 1998 Directory of the Diocese of Columbus provides pertinent information on page 8 about the second and third bishops. Watterson was the second bishop of Columbus. He was appointed March 18, 1880; consecrated August 8, 1880; and died April 17, 1899. Henry Moeller was appointed April 6, 1900; consecrated August 25, 1900; installed August 27, 1900.

85. Ross W. Atkinson, "Selection for Preservation: A Materialistic Approach," Library Resources & Technical Services, Oct/Dec. 1986, p. 343.

86. Interview with Msgr. Durst, 3 May 1997.

87. Cunha, p. 70.

88. Martha Lund Smalley, "Archives and Manuscript Collections in Theological Libraries," in The American Theological Library Association: Essays in Celebration of the First Fifty Years, eds. M. Patrick Graham, V. R. Hotchkiss, and K. E. Rowe (Evanston, IL: ATLA, 1996), p. 126.

89. Ibid., p. 124.

90. Richard M. Kesner, "Archival Collection Development: Building a Successful Acquisitions Program," in A Modern Archives Reader: Basic Readings on Archival Theory and Practices, eds. Maygene F. Daniels and Timothy Walch (Washington, D. C.: National Archives and Records Service, 1984), p. 119.

91. Goerler, "The Archives of the Pontifical College Josephinum," p. 7.

92. Pederson, p. 340.

93. "The Visit of the Rector of the Josephinum with the Holy Father in Rome," trans. Msgr. Anthony Kleinschmidt. Ohio Waisenfreund, 13 May 1908, pp. 30-31.

94. Ibid., p. 31.

95. Smalley, p. 127.

96. Ibid.

97. Kesner, p. 120.

98. Walch, pp. 16-18.

99. Cunha, p. 103. Furthermore, the process of encapsulation is described step-by-step in Cunha, pp. 153-156.

100. Wesley L. Boomgaarden, Lecture Notes for "Preservation Management," Kent State University LSCI 60654, Columbus, Ohio, 16 October 1996.

101. Kesner, p. 116.

102. Ibid., p. 122.

103. Ibid., p. 118.

104. Maher, p. 28.

105. Smalley, p. 125.

106. Maher, p. 331.

107. Kesner, p. 123.

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